

5S Seiton – set in order

Configuring the workplace the
second stage of 5S

Stages of 5S

- Seiri – Sort (Clearing)
 - clearly separating necessary from unnecessary, and remove unnecessary
- **Seiton – Set in order (Configure)**
 - visually arrange and identify items for ease of use and retrieval
- Seiso - Shine & Check (Clean & Check)
 - keep the workplace clean (not pretty) to allow problems to be identified
- Seiketsu - Standardise (Conformity)
 - continually monitor the level of clearing, organising and cleaning
- Shitsuke - Sustain – (Custom & Practice, Consensus)
 - work towards a shared set of values regarding clearing, organising and cleaning
- Safety And the 6th S:
 - improve through better clearing, organising, cleaning and visual control

Purpose of seiton – set in order

- A place for everything and everything in its place.
- To arrange all necessary items for economy of movement.
- Place according to frequency of use.
- To have a designated place for everything, label, classify and make easily visible.
- Provide safe storage - heavy items low, light items high.
- Ensure safe access.
- Begins the process of standardization.

Organizing the workspace

- Set in order is not just about labeling everything and putting it on a shelf.
- What is the best location for an item to reduce wasted movement in the process and reduce safety issues?
- How can we make the process more visible?

Set in order examples



Set in order for economy of movement

- Place items in the most ergonomic position to reduce reaching, turning and bending;
 - Component boxes fed from the rear of the work area.
 - Tools hanging from overhead.
 - Components presented in the right orientation to prevent having to turn them
 - Scissor lift platforms to deliver items at a uniform height.
- Solutions should be no-cost or low-cost, if we have to spend large sums of money then we have not thought hard enough about the problem.

Too many items?

- Identify items as Runners, Repeaters and Strangers;
 - List jobs by production volume (largest to smallest)
 - Identify jobs as runners, repeaters and strangers

for example:

	No of Jobs	Prod'n Volume	MTB Orders
Runner	20 %	80 %	<1 week
Repeater	30 %	15 %	<2 months
Stranger	50 %	5 %	>6 months

Runners repeaters and strangers

- Tooling, fixtures, materials etc. for;
- **Runners** – stored as close as possible to the work area as these are required most often
- **Repeaters** – Stored after the Runners
- **Strangers** – Can be located in a storage area if insufficient space in cell.

What should be in place at the end of Seiton

- A place for everything and everything in its place.
- Should be obvious if anything is missing or out of place
- Organized ergonomically and for frequency of use
- Movement and access should be safe without obstacles

What is after Seiton – Set in Order

- The 3rd and next stage of 5S is Seiso or Shine and Check;
- In this stage we will inspect and clean everything to ensure that all items are brought back to an “as new” condition and maintained as such.

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