5S Seiketsu - Standardise

The forth stage in 5S, Standardise; conformity in what we do.
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**
  - improve through better clearing, organising, cleaning and visual control

And the 6th S:
Why standardize?

• It makes 5S routine.

• Sustains all improvements.

• Builds on the improvements already made.

• Maintains agreed procedures.

• Ensures we don’t fall back into our old ways.
How do we standardize

• Document standard ways of working
  • Standard Operating Procedures (SOP)

• Standardize labeling, signage and flow

• 5S audits
Standard work

• Document the current agreed way of doing a process.
  – Provides a baseline for improvement
  – Reduces variation between people/shifts

• Use text
• Camera
• video
Standardize flow and signage

• Common methods to show where work enters and leaves a cell.
• Standard methods for identifying components and tool locations

✗ 5S is a highly visual tool – everything should be obvious.
5S Audit

- Independent audit of an areas adherence to 5S
- Capture current state – use color Photographs
- Create simple audit sheets – With Score

Example checklist:

<table>
<thead>
<tr>
<th>Engineering Ltd</th>
<th>Workplace Organisation Audit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Filling Line Seven</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (max) pallet of bottles in defined location at scrambler</td>
<td></td>
</tr>
<tr>
<td>1 (max) pallet of collapsed boxes in stacked in defined location</td>
<td></td>
</tr>
<tr>
<td>IBC 1 under mix stand in defined location</td>
<td></td>
</tr>
<tr>
<td>IBC 2 next to IBC 1 in defined location</td>
<td></td>
</tr>
<tr>
<td>1 litter bin in defined location at labeller, not overflowing</td>
<td></td>
</tr>
<tr>
<td>Batch number table surface clear, except magnifying glass</td>
<td></td>
</tr>
<tr>
<td>All handtools on shadowboard at filler</td>
<td></td>
</tr>
<tr>
<td>Head calibration board on peg and filled in and up to date</td>
<td></td>
</tr>
</tbody>
</table>

Date: Auditor: Score: out of = %

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5S auditing

Q: Can you write a clear and fair checklist?
- those being measured cannot fail or pass for anything ambiguous
  (eg locations, quantity, cleanliness, etc) - there should be no "shades of grey"
If not, revisit "Organising" to visually clarify groundrules and expectations or rewrite the checklist

Q: Do those being audited agree the audit is fair and reasonable?
- have they seen the audit? They can almost certainly devise a better one!

Periodically re-audit (eg weekly, fortnightly) and cross-check using auditors from other areas to form auditing group

Give immediate verbal feedback from audit, display results on noticeboard, and chart against past results

Identify problem areas and set targets for improvement
- for example, can a lack of cleanliness be prevented through controlling contamination?
What is the next stage of 5S?

• The hardest step of 5S is that of Shitsuke or Sustaining.

• We need to ensure that we maintain and continuously improve on the gains that we have made through the first 4 steps of 5S.
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