

5S Training Exercise

The 5S paper exercise

A Quick Paper Exercise To Demonstrate 5S

- This is a simple and easy to use demonstration of the power and simplicity of 5S.
- Provide each of the people in the room with a copy of the pages that follow.
- Ask them to strike out the phrase “Workplace organisation” one letter at a time in order on the page and put their hands up when complete.
- When they put their hand up record the time taken to complete the task.

The First Task

- This is your workplace before any application of 5S.
- Score out “workplace organisation” one letter at a time in order and record the time taken as your baseline for this exercise.

A typical work place - Score Out “Workplace Organisation”



Task 2 – Seiri / Sort / Clearing

- The first stage of 5S is Seiri or Sort
- During Sort we remove all of the unnecessary items from the workplace.
- So for this exercise we remove all unnecessary random characters from the sheet.
- Once again score out “workplace organisation” and record the time.

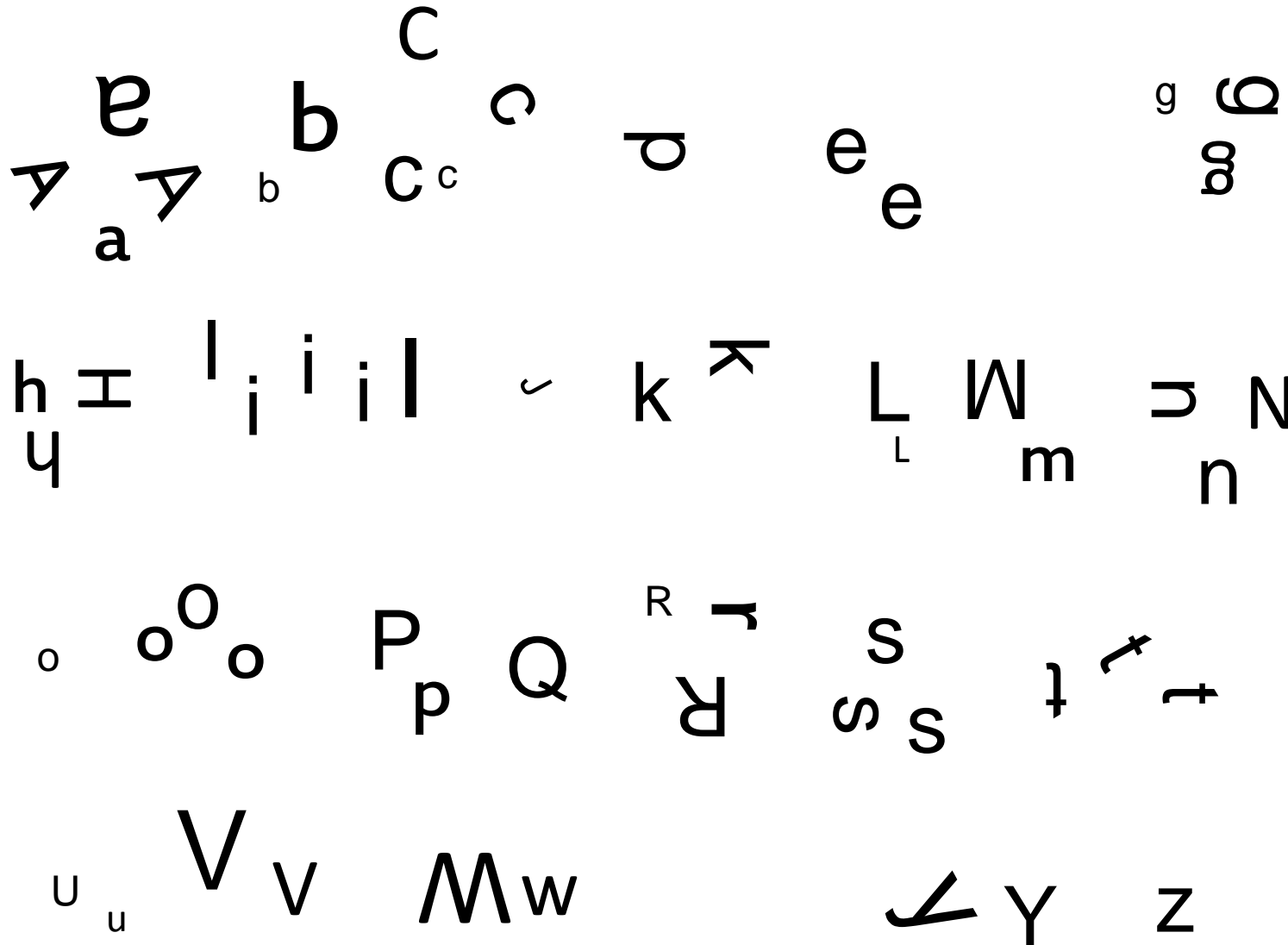
Task 2 – Score out “Workplace Organisation”



Task 3 – Seiton / Set in Order

- We now repeat the exercise with all of the letters grouped together as if they have been arranged according to Seiton / Set in Order.
- Once again strike out “Workplace Organisation” and record the time taken.

Task 3 - Score Out "Workplace Organisation"



Task 4 – Seiso / Shine and Check

- For this task we apply the principles of Seiso or Shine and Check.
- We have “cleaned” the sheet by orienting all of the letters the same way.
- Again score out “Workplace Organisation” and record the time taken.

Task 4 - Score Out "Workplace Organisation"

A a A b C c d e g g
a A b c c e g
h H l i i i l J k k L M n N
h i i i l L m n
o o o P p Q R r s s t t t
R s s t t t
U u V v W w y Y z

Task 5 – Seiketsu / Standardize

- We now have a standard arrangement for all of the letters and all are oriented and of the same case as you would expect with a standardised process.
- Again strike out “Workplace Organisation” and record the time taken.

Task 5 - Score Out “Workplace Organisation”

a a a a	b b	c c c c	d	e e		g g g
h h h	l l l l l	j	k k	L L	m m	n n n
o o o o	p p	q	r r r	s s s	t t t	
u u	v v	w w		y y	z z	

What Did We Learn?

- Unless something has gone drastically wrong you will have noticed an improvement in times taken between each stage.
- There will have been a SIGNIFICANT improvement from the first to the last task.
- The simple methodology provided by 5S allows you to improve your process significantly with little or no expense.

A Final Task and an Important Lesson Regarding 5S

- This time take the two following sheets and provide half the participants with one sheet and the other half with the other.
- Ask them to score out “World Class Manufacturing” and raise their hands when they finish or if they have a problem completing the task (But do not mention the problem) – again record the time.

Task 6 Sheet A - Score Out "World Class Manufacturing"



Task 6 Sheet B - Score Out “World Class Manufacturing”

a a a a	b b	c c c c	d	e e		g g g
h h h	l l l l l	j	k k	L L	m m	n n n
o o o o	p p	q	r r r	s s s	t t t	
u u	v v	w w		y y	z z	

5S Makes Problems Obvious

- In a disorganised and jumbled workplace it is hard to see if something is missing or misplaced.
- In a well organised and logical workplace it soon becomes obvious if something is not there.
- Task 6 will quickly show that difference.

Steps 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

And the 6th S:

- **Safety**
 - improve through better clearing, organising, cleaning and visual control

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