

# What is 5S

## Work Place Organisation

# More than just housekeeping

- Organising your workplace not just tidying.
- Efficient and ergonomic not just pretty
- Waste removal means more than just the scrap
  - 7Wastes of Lean; Transport, Inventory, Motion, Waiting, Overproduction, Over-processing, Defects, + Talent
- An Environment that promotes continual improvement by exposing waste and abnormalities.

# A firm foundation for improvement

- 5S provides a firm foundation on which to build other improvements.
- Stable repeatable processes are predictable.

# What is 5S

**5S (or 5c) is a systematic approach to workplace organisation and housekeeping. Encouraging ownership and self discipline to sustain and further develop working practices.**

## **It aims to :-**

- **Improve safety.**
- **Remove waste from the workplace.**
- **Increase quality.**
- **Provide an environment where continuous improvement is embraced.**
- **Makes abnormalities immediately visible.**

# 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 6<sup>th</sup> S:

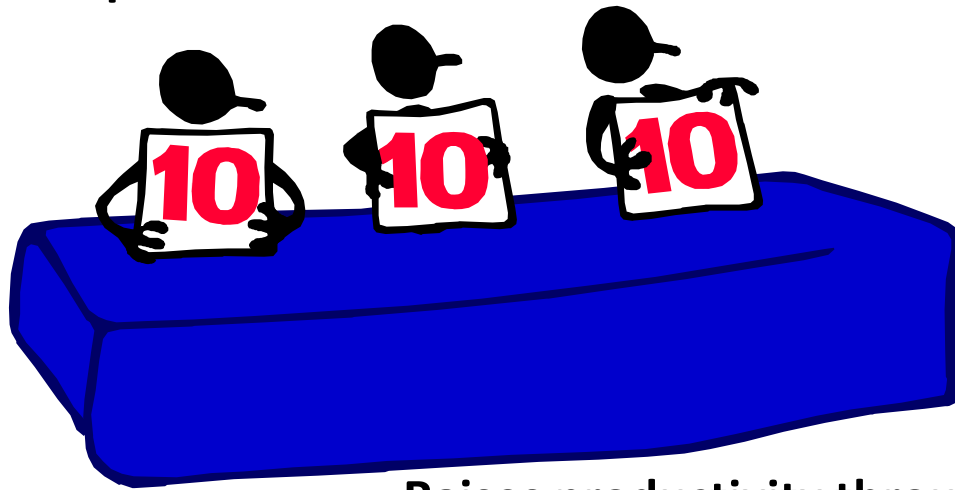
- **Safety**
  - improve through better clearing, organising, cleaning and visual control

# Origins of 5S

- Not Japanese!
- Originated from Ford!
- CANDO
  - Clean Up
  - Arranging
  - Neatness
  - Discipline
  - Ongoing Improvement

# Are you world class?

- There are no world class companies who do not practice some form of 5S



Raises productivity through effectiveness

-10 to 30% in machine environments

-20 to 100% in assembly and offices

**-High Impact With little or No Cost**

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