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.

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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 6th 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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