



5S methodology

5S provides a number of techniques and activities aimed at removing waste from the workplace by means of improved workplace organization, visual communication and overall cleanliness.

5S is aimed at eliminating waste associated with:

- Waiting
- Searching
- Creating variation
- Uncontrolled processes

The benefits of 5S

- Increased productivity and efficiency
- Increased quality and safety
- Standardize and consistent work practices
- Reduced storage costs
- Reduced cycle times, changeover times and downtime
- Improved teamwork

SORT

Conduct a massive sort on all items in the work space

An effective way to do this is to clear out the workspace of all items and sort the items into organized "piles".

1. Used daily = need to return to the workspace
2. Used less than daily = need to return close to the workspace
3. Excess/duplicates = return to supply chain
4. Never used/obsolete = red tag and disposition properly
5. Expired = red tag and disposition properly



SET IN ORDER

- Take the pile of items used every day and place these back into the clean workspace
- Take the pile of items used less than daily and place them close to the workspace (i.e. filing cabinet etc)
- Find permanent locations for these items and agree to this placement as a team
- Ensure no duplicates or unused items are returned to the workspace
- Consider ergonomic placement of items and also consider your left handed counterparts

SHINE

- To help visualize flow, it is imperative that the work area be maintained at a certain level of “cleanness”
- Shine refers to a complete clean up of the area
 - Machines/equipment should be calibrated, maintained to ensure continued operation
 - Wipe down all equipment, furniture, working surfaces
 - Empty and wipe all insides of drawers/cabinets
 - Change filters/light bulbs
 - Remove unnecessary postings/stickers
 - Dust work area
 - Clean floors
 - Fill holes in walls
 - Fresh coat of pain, if necessary

STANDARDIZE

- The team should agree on the standardization approach to 5S
 - Labelling protocol: font/colour/size
 - Colour coding used
- Label items in cabinets, drawers
- Use placeholders or shadow outlines to indicate the permanent place for critical items

SUSTAIN

- Develop methods to keep the team on track
- Ensure the team is actively engaged in maintenance of the 5S standard – post a schedule of weekly actions required
- Conduct a weekly audit to measure the adherence to the standard
- Post results and make it visible to all how the team is progressing
- Determine when the team needs to “call to action”

