LSS BASICS: THE 5S SYSTEM
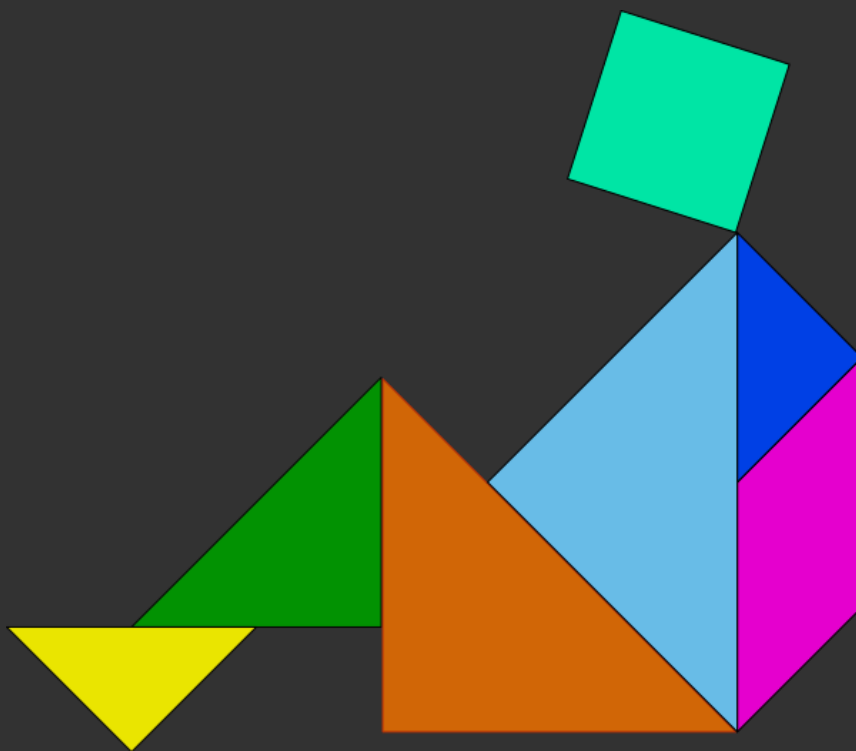
Welcome to the Lean 5S Training!

OVERVIEW FOR TODAY

Agenda

- Simulation
- Overview of 5S principles

TANGRAM ACTIVITY #1

TANGRAM ACTIVITY #1

1. Once the facilitator says "Go!", open your folder to reveal an image.

2. Create the image using all 7 pieces provided.

3. The pieces cannot overlap one another.

4. Don't talk to other teams or look at their puzzle images.

5. Raise your hand once completed.

TANGRAM ACTIVITY #1 DEBRIEF
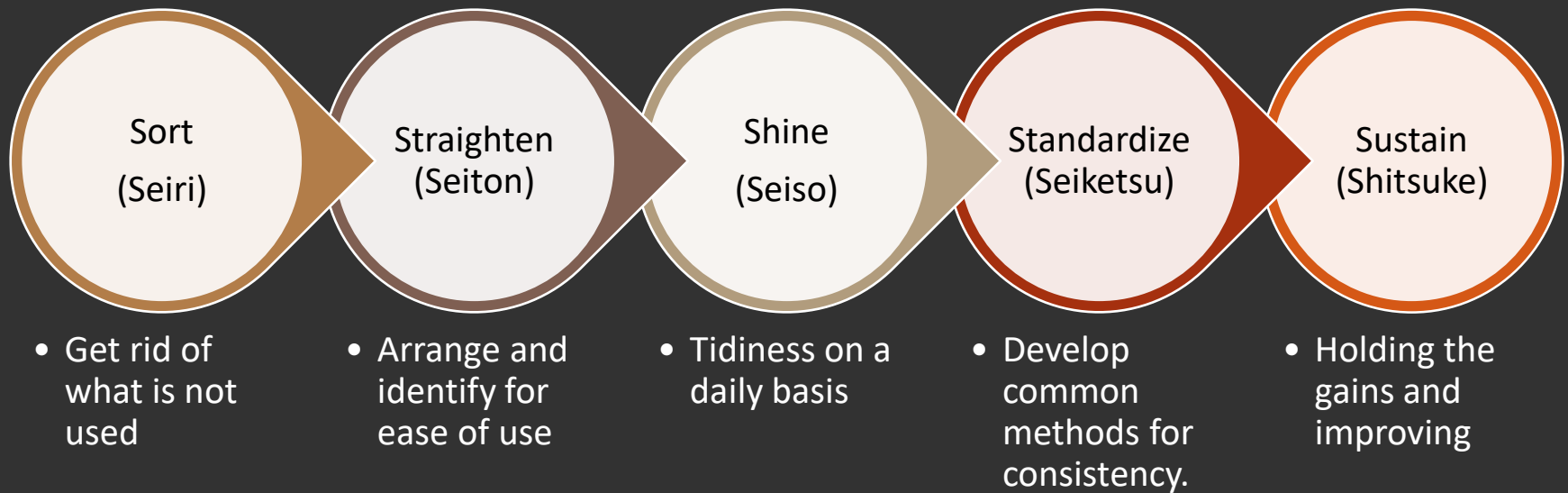
- How did you spend your time?

WHAT IS 5S?

5S is a workplace organization technique that helps create and maintain the efficiency and effectiveness of a work area.

WHAT ARE THE 5S'S?

The original S's are Japanese words which translate loosely into English as:

Sort
(Seiri)

Straighten
(Seiton)

Shine
(Seiso)

Standardize
(Seiketsu)

Sustain
(Shitsuke)

- Get rid of what is not used
- Arrange and identify for ease of use
- Tidiness on a daily basis
- Develop common methods for consistency.
- Holding the gains and improving

It is the combination of all 5 that deliver lasting results.

BENEFITS OF 5S

- ➢ Cleaner work areas

- ➢ More organization

- ➢ Safer working conditions

- ➢ Less wasted time

- ➢ Efficient work processes and practices

- ➢ More available space

SORT

Rule of Thumb

How often is it used?	What to do with it.
• Never used	• Give, sell, or throw away
• Once or twice a year	• Store in a distant place
• Once a month	• Store in the facility
• Once a week	• Store in the area
• Once a day or more	• Keep at the workplace or carry

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Separating the needed from the not used, and get rid of what is not used

Some Strategies:

❑Red Tag Strategy

❑Move In Strategy

❑Keep, Purge, Evaluate Strategy

SIMPLIFY

Before

After

A place for everything and everything in its place

*Anyone* can find things and put them away

Some Strategies:

- Signboards

- Shadow Boards

- Demarcations (Color coding, tape or paint)

- Racks and Bins

KANBAN

- A system that uses visual signs to trigger or control the process.

- By definition:
  - Visual authorization to replenish
  - Used to manage service flow through a system
  - Only produce what is needed (consumed)
  - Never pass on a known defect

SHINE
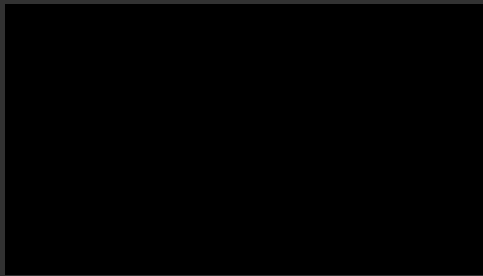
Clean up what is left and do it daily.

Leave remaining items and spaces in "like new" condition.

Some Strategies:

❑ Visual Reminders

❑ Mistake Proofing

❑ Daily Cleanup

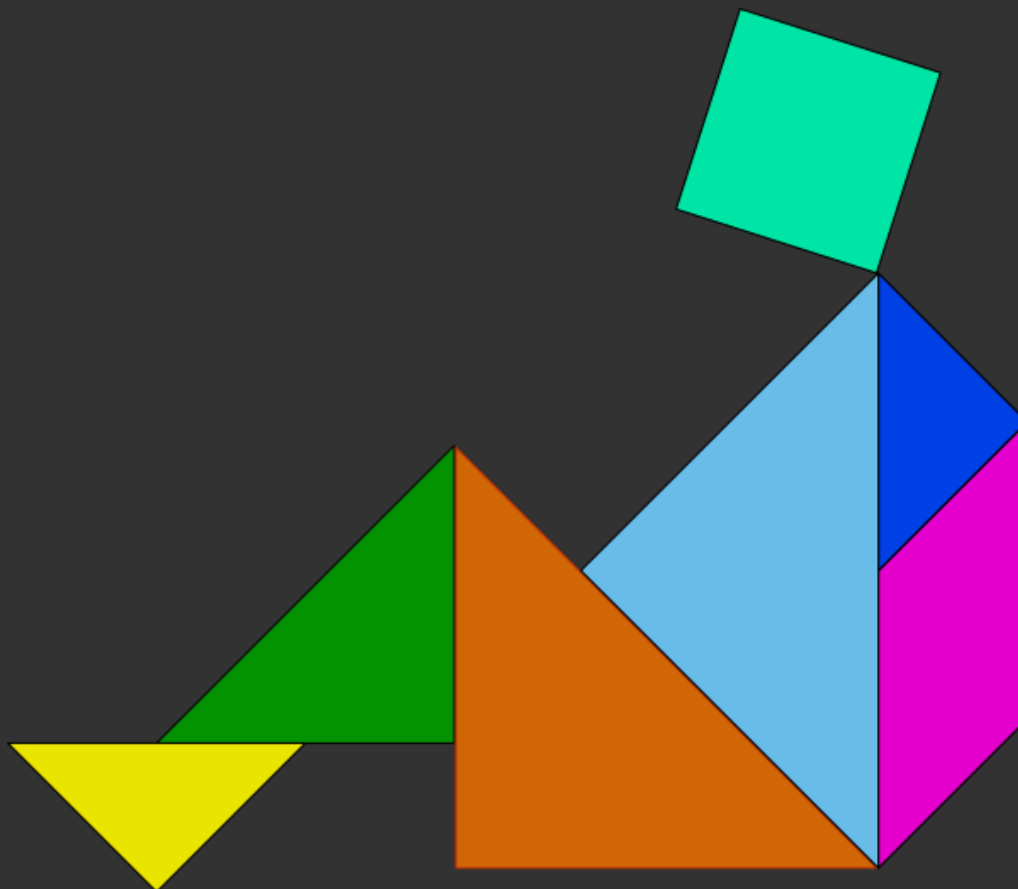❑ Cleaning Supplies within Reach

STANDARDIZING

Develop common expectations for consistency.

Some Strategies:

❑ Standard operating procedures

TANGRAM ACTIVITY #2

TANGRAM ACTIVITY #2

1. Hand your answer template to the instructor.

2. Applying the 5S methodology and the provided tangram tools, set up your station to help the next team create the image(s) faster, given that you must put everything at your station back into the folder before rotating stations.

3. Rotate stations and wait to hear the instructor say, "Go!" before opening the folder.

3. Don't talk to the previous team!

4. Raise your hand once you've replicated the image.

SUSTAIN

Make sure the benefits continue to be realized.

Some strategies:

❑ Determine 5S level of achievement

❑ Perform routing checks and analyze results

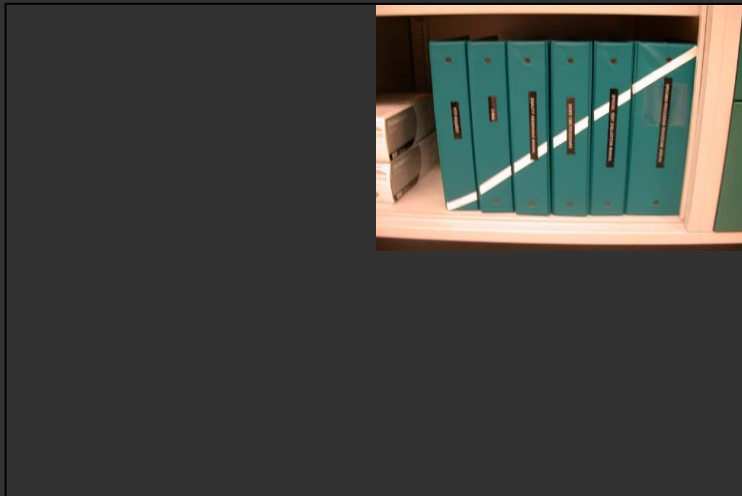❑ Measure progress and plan for continuous improvement

EXAMPLE: MISTAKE PROOFING

EXAMPLE: VISUAL INDICATORS

EXAMPLE: VISUAL INDICATORS

THANK YOU!

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