
5S – A Place for Everything and Everything in it's Place



Presentation Agenda

- Value-add
- The 8 Wastes
- Definition of 5S
- The 5S's
- Examples
- Tools
- Q & A

Defining Lean

“A systematic approach to **identifying and eliminating waste** through **continuous improvement** by **flowing** the product at the **pull** of the customer in pursuit of **perfection.**”

Definition of Value-added

- Value-added
 - Any activity that increases the market **form** or **function** of the product or service
 - These are activities the **customer is willing to pay for**
 - This is where we want to focus our energy
- Non Value-added
 - Any activity that does not add market form or function or **is not necessary**
 - Our energy should be spent to **eliminate, simplify, reduce, or integrate**

What is Waste?

“Waste is anything other than the **minimum** amount of **equipment, materials, parts, space, information and worker’s time** which are *absolutely essential* to **add value** to the product.”



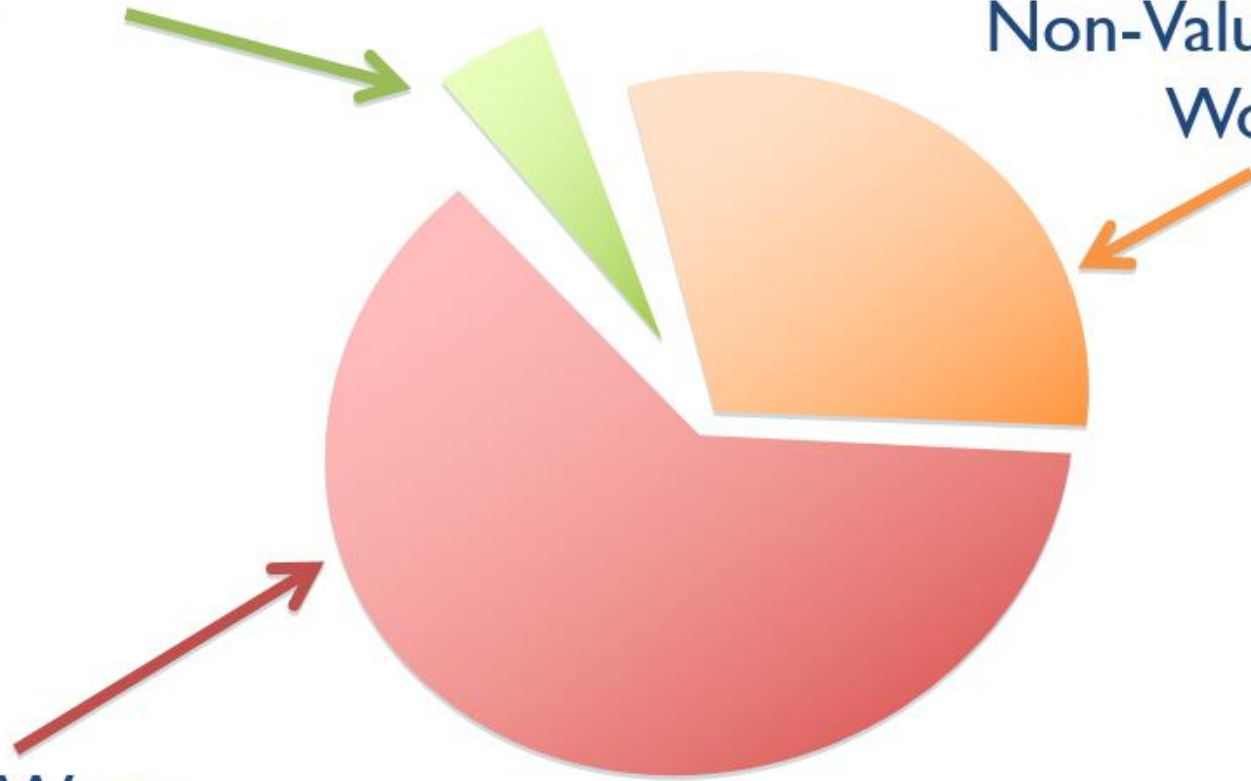
Shoichiro Toyoda
President, Toyota

Typically, 95% of all activity is non-value-added

Only 5% Value-Added Work

35% (Necessary)
Non-Value-Added
Work

60% Waste



The Eight Wastes

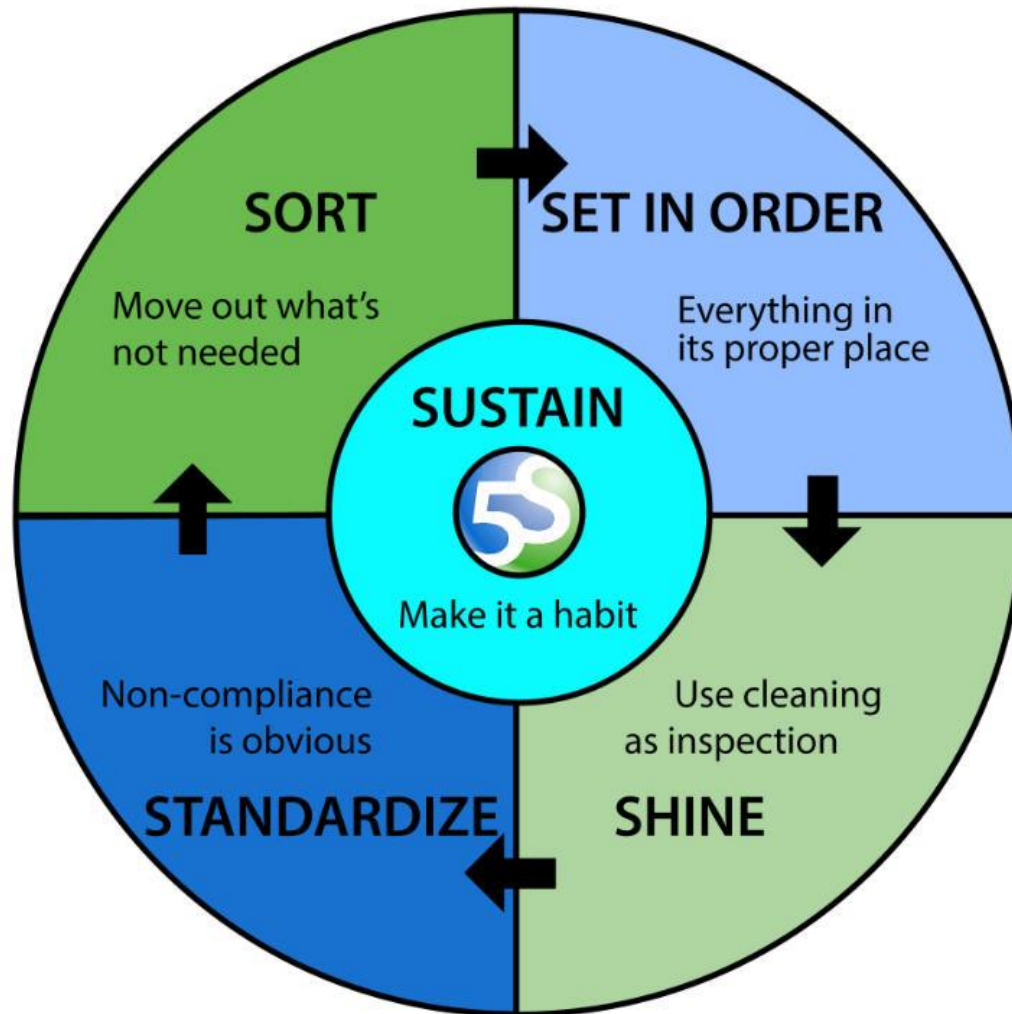
- **D**efects
- **O**verproduction of work in process
- **W**aiting
- **N**on-utilized talents
- **T**ransportation of Materials & Equipment
- **I**nventory Excesses
- **M**otion
- **E**xtra Processing

Definition of 5S

5S is a system that is designed to ensure workplace safety, efficiency, cleanliness and increase quality while changing behaviors for the better.



The 5S's



Benefits of 5S

- Saves time wasted searching for tools, etc.
- Reduces amount of time walking around
- Increases safety by eliminating tripping hazards
- Frees up floor space
- Makes your workplace more pleasant
- Less stress
- Increases morale!

5S Concerns/Barriers

- It won't stay this way!
- We don't have time
- We aren't paid to clean
- We work well even if we aren't organized
- WIIFM? (What's in it for me)



Where do you start?



- Corners
- Drawers
- Toolboxes
- Storage Closets
- Shelves
- Racks
- Walls

Sort

- Sort tools, materials, racks, shelves, and supplies
- **Red Tag** - sort it, tag it, disposition it!
- Sort out broken, excess or rarely used items
- Discard outdated material or information

Red Tag Items



Set In Order

- Everything gets a home
- Re-arrange material/equipment so there is less walking and movement (bending/stretching)
- Place frequently used items close by
- Designate material handling equipment locations
- Create a shadow board for tools
- Tape perimeters
- Label and color code everything

Set in Order – tool drawers



Before



After

Set In Order – tool drawers and boards

Cleaning Supplies



Tool Drawer Foam



Set In Order – point of use

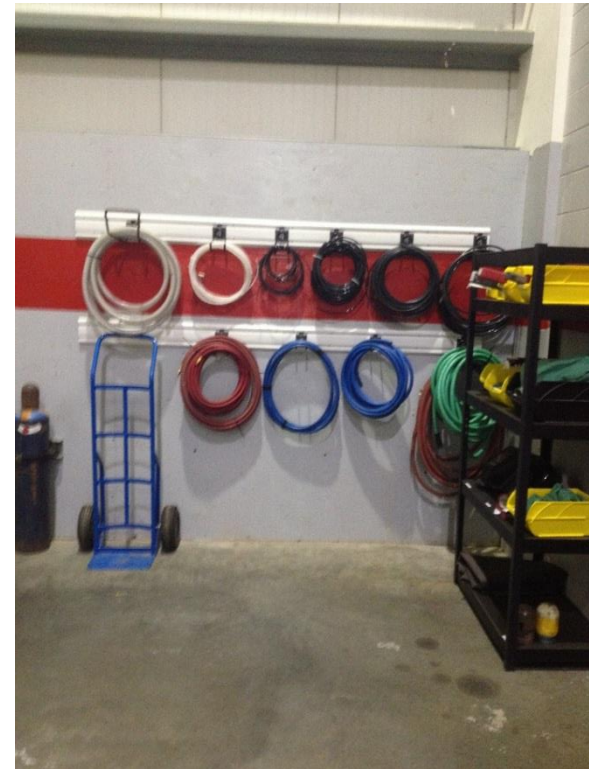


Outside of Maintenance Shop

Before - Miscellaneous



After – Hose Storage



Set in Order

BEFORE



AFTER



Miscellaneous Storage

Before



After



Fuse Storage Cabinet

Before

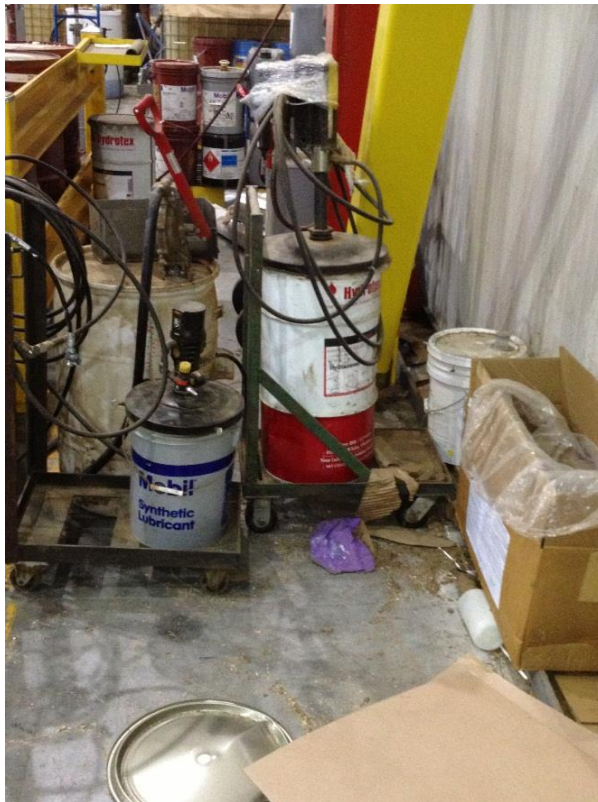


After



Lubrication Carts

Before



After



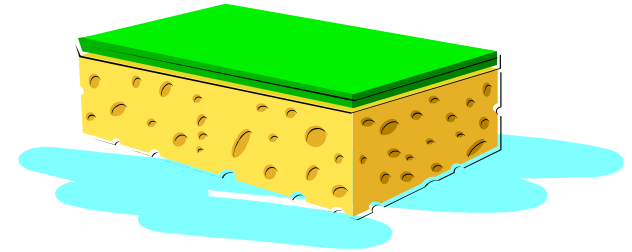
Set In Order & Safety



Set in Order



Shine



- Everything should be spot free!
- Scrub, wipe, dust, vacuum and paint
- Clean daily
- Makes problems more evident
- Clean to inspect
- Everyone is responsible

Shine Targets

Equipment

- all machines, all tools, pallet jacks, forklifts, cabinets, desks, drawers, chairs, racks, shelves, bins, carts

Space

- Floors, work areas, walkways, safety barriers, pillars, walls, ceilings, windows, closets, rooms and lights











Shine

Area/Equipment Name: _____

Equipment No: _____

Authorized: _____ Ownership: _____

5S MAINTENANCE PROGRAM

Frequency	DAILY MAINTENANCE	WEEKLY MAINTENANCE	MONTHLY MAINTENANCE	QUARTERLY MAINTENANCE	BI-ANNUAL MAINTENANCE	ANNUAL MAINTENANCE																						
Type of Maintenance	 ADJUSTMENT	 INSPECTION	 VACUUM / SWEEP / DUST		 LUBRICATION	 CLEAN / SCRUB																						
Activity	Description of Activity / Material Used	DAILY	December				January				February				March				April				May					
			12/3/2018	12/10/2018	12/17/2018	12/24/2018	12/31/2018	1/7/2019	1/14/2019	1/21/2019	1/28/2019	2/4/2019	2/11/2019	2/18/2019	2/25/2019	3/4/2019	3/11/2019	3/18/2019	3/25/2019	4/1/2019	4/8/2019	4/15/2019	4/22/2019	4/29/2019	5/6/2019	5/13/2019	5/20/2019	5/27/2019
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
																												
																												
																												
																												
																												

Form 20090119 Rev:B

The 5S Store, LLC: 5S Made Easy

Signoff on Weekly, Monthly, Quarterly, Bi-Annual or Annual Maintenance Items When Completed

Standardize

- Means doing things in a consistent way
- Makes implementing the first three Ss a habit
- Will keep things from going back to how they were
- Becomes a part of your daily routine

Standardize

- Assign responsibilities
- Make responsibilities a regular part of work activities
 - 5 minute 5S
- Monitor how well new conditions are being maintained
 - 5S Audits

Standardize

What will result without standardization?

- Things will go back to the way they were
- Unnecessary items will gather into piles
- Tools and equipment will be lost or misplaced
- Flavor of the month mentality

Sustain

Create the condition:

- Commit to making 5S a way of life
- Time availability from Management
- Awareness – posters, training
- Support – Sr. Management visits
 - Management Walk Cards
- Create a daily maintenance checklist and schedule
- Rewards and recognition

5S Tools

- Red Tags
- Shadow tape
- Aisle marking tape
- Signs
- Posters
- Label Makers
- Books
- Pegboards
- Videos
- Forms
- Bins
- Magnets

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