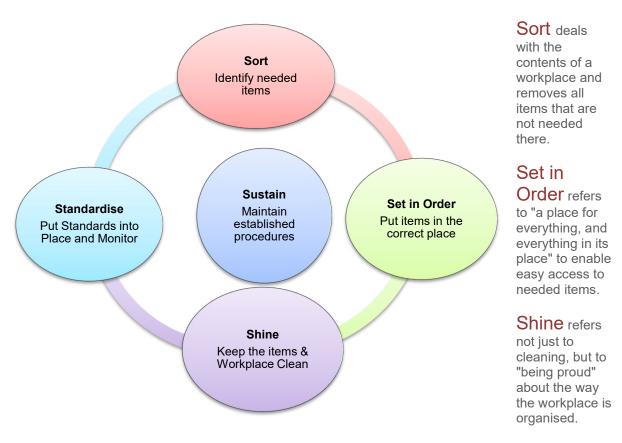# Resilient Communities

One Day Workshop: Introduction to 5S workplace organisation and standardisation

The 5S method: improves employees' ownership and leads to substantial quality improvement, cost reduction as well as product and process safety.

5S Introduction: The 5S method is a structured program to implement workplace organisation and standardisation. 5S improves safety, work efficiency, productivity, and ownership. And a well organised workplace motivates people.

The programme is called 5S since all steps start with an "S".

Sort
Identify needed items

Standardise
Put Standards into Place and Monitor

Sustain
Maintain established procedures

Set in Order
Put items in the correct place

Shine
Keep the items & Workplace Clean

Sort deals with the contents of a workplace and removes all items that are not needed there.

Set in Order refers to "a place for everything, and everything in its place" to enable easy access to needed items.

Shine refers not just to cleaning, but to "being proud" about the way the workplace is organised.

Standardise refers to having standards that everyone must adhere to. Visual management is an important aspect to facilitate easy understanding of these standards.

Sustain refers to training of all employees and communication to all employees to ensure 5S application.

The 5S management program facilitates an excellent performance:

Safety: a well organised and orderly workplace is a safer workplace. 5S activities remove clutter, visual indicators alarm people for hazardous situations

Improving production efficiency: 5S supports a smooth production process in various ways. Searching for tools is eliminated, flow principles are applied, tools storage is done where they are needed most. Location indicators visualise how things have been organised, and non-conformities are seen at once.

Quality improvement: Daily activities like inspection help to keep the production process in the right condition. Defects are prevented because deviations are spotted before they result into defects.

Controlling your workplace: 5S helps to control the workplace by:

- determining what is needed, and where it is needed.
- defining the appropriate location for tools and other materials.
- maintaining these standards

REQUIRED MATERIALS:

Title: 5S Training Manual

Compiled by: Hala Kattab

Additional Textbook: Instructor handouts

One-Day Introduction to 5S Training Workshop

- 5S Training Course Outline

Important Lean Concepts

- The 7 Wastes and Others
- The Value Stream Concept
- The Hidden Factory
- Elimination of Waste and Loss with 5S
- Our 5S Training Objectives

Purpose of 5S

- 5S Creates a Visual Factory
- The 5S Cycle
- 5S Activities Explained
- The Purpose and Payoff of 5S
- Remove the Roadblocks in the Way
- 5S Program Overview

5S Program Steps

- Workplace Observation
- Set a Target Area Vision
- The Power of a Shared Vision
- What You See Before 5S
- What You See After 5S
- After 5S – Easy to Find, Easy to Do
- One-Day Work Area Log

Sort

- **Sort** – keep only what is needed Today
- Red Tag Process
- Red Tag Inspection List
- Red Tagged Items Log
- Decide What to do With Dispossessed Items

Straighten

- **Straighten** – find it fast; faster
- Put Order and Sense into the Workplace
- Set-in-Place to Make Life Easy
- Visual Control of Tool Storage
- Visual Management of Inventory and Stock
- Straighten the Workflow
- Straighten Check Sheet

Shine

- **Shine** – see problems when they are small
- 5S Examples – Shine

- Shine Check Sheet
- Plan Who, What, How to Clean

Standardise

- **Standardise** – the same rules for all
- Set Standards for Condition and Use of Tools and Equipment
- **Being Visual** – know exactly what is happening
- Use Visual Management to Show Status
- What Visual Management Would Help Here?

Sustain

- **Sustain** – 'this is how we do it here
- Weekly and Monthly Feedback on Performance
- Workplace Measurement Checklist – tracking your performance weekly
- Tracking Your Performance Monthly

5S Implementation

- What of Your 5S Implementation?
- 5S Project Plan

Workshop Exercises

- 5S Experiment #1 – Sort, Straighten, Shine
- 5S Experiment #2 – Refine the Layout
- 5S Experiment #3 – Fastest Process
- 5S Experiment #4 to #7 – Standardise and Sustain