

5S THE FOUNDATION FOR VISUAL MANAGEMENT



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WHAT IS THE GOAL OF 5S?

Simply put - it's to be able to distinguish the abnormal from the normal.

It uses monitoring and measurement tools to ensure the workplace contains only *what* is needed, *when* it is needed, and *where* it is needed.

A successful 5S campaign can go a long way to create a safe work environment and a more motivated team.



Step 1

SORT

Distinguish the necessary from the unnecessary.

Remove anything which isn't needed for current work.

Ask yourself:

- What do we need?
- What do we not need?
- What can we remove?
- What can we throw away?
- What can we re-organize?





SET IN ORDER

A place for everything and everything in its place.

Arrange items so they are:

- Easy to find
- Easy to use
- Easy to put away

This is where you can start implementing some of your visual controls such as:

- Signage
- Floor painting and taping
- Outlining
- Color-coding
- Labeling



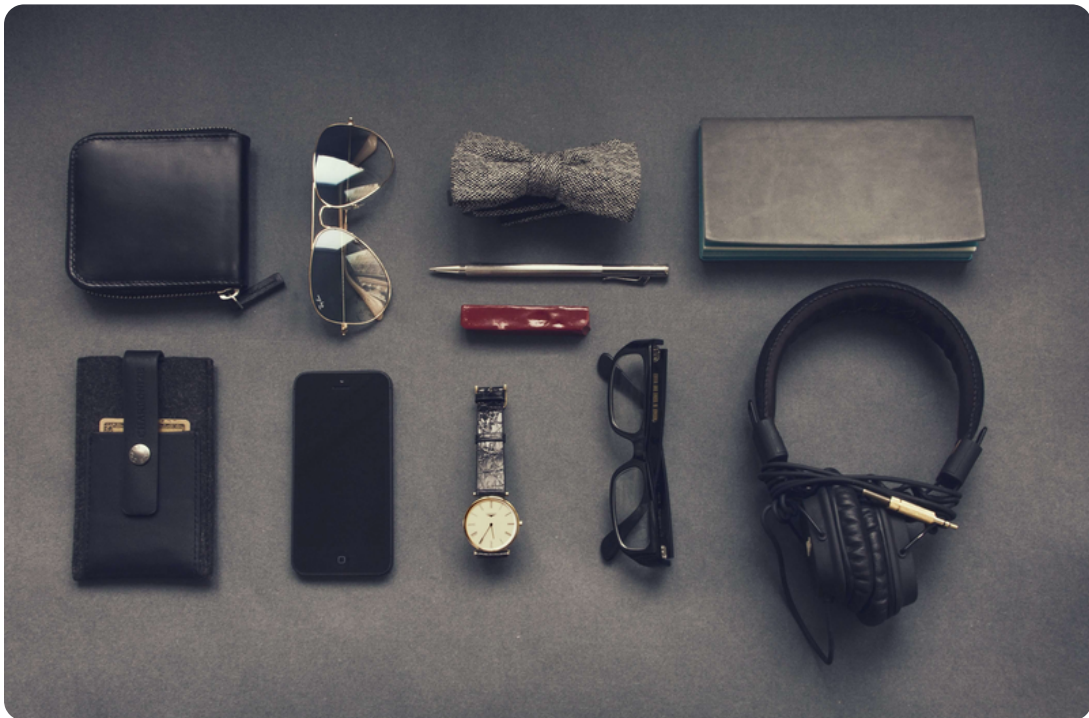
Step 3

SHINE

Ready to use *as is*.

It is important to note that this step should *not* appear as sweep, scrub, or sort. This is not a cleaning campaign. Any aspect of added cleanliness that results from this step, however, is a welcome bonus.

The intent of this step is to have everything in the area ready to use as is!





Step 4

STANDARDIZE

The Continuous Improvement steps of the 5S process prevent setbacks in the first three stages of 5S.

Use aids to control what happens, when it happens, and how it happens. Focus on prevention so anomalies won't happen again. Some easy tools to use are job cycle charts, a 5-minute 5S, and checklists/audits. This is where you can begin to create best practices.





Step 5

Sustain

This is the hardest step as it involves self-discipline and motivation. It is important to maintain the awareness, focus, and recognition of 5S.

Simple tools to use:

- Slogans and posters
- Photos
- Storyboards
- Maps
- Gemba Walks





COMMITMENT

Management at all levels must establish and maintain the 5S process and lead by example.

"We are what we repeatedly do. Excellence then, is not an act, but a habit." - Will Durant (sometimes attributed to Aristotle)





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Let Me Show You How to Apply 5S in Your Business to Get REAL and SUSTAINABLE results.

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