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.
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- Discard outdated material or information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

Notice the corresponding #s
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
# 5S Maintenance Program

**Shine**

**Area/Equipment Name:**

**Equipment No:**

**Authorized:**

**Ownership:**

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## 5S Maintenance Program

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<tbody>
<tr>
<td>Type of Maintenance</td>
<td>Adjustment</td>
<td>Inspection</td>
<td>Vacuum/Sweep/Dust</td>
<td>Lubrication</td>
<td>Clean/Scrub</td>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>Description of Activity / Material Used</th>
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<tbody>
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<td>DAILY</td>
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Signoff on Weekly, Monthly, Quarterly, Bi-Annual or Annual Maintenance Items When Completed

Form 200900119 RevB
The 5S Store, LLC: 5S Made Easy

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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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