

5S Visual Management Teaching Module



Lean Manufacturing 5S

What is 5S?



- A way to organize a workplace in an efficient manner
- It is composed of 5 simple steps that each start with S
 - SORT (SEIRI)
 - SET (SEITON)
 - SHINE (SEISO)
 - STANDARDIZE (SIEKETSU)
 - SUSTAIN (SHITSUKE)
- Originally developed by Ford and adopted by Toyota as part of their “Lean” Manufacturing techniques

Introduction to 5S



- Please watch the following Video
 - <http://www.youtube.com/watch?v=OACMvw6G4Lg&feature=plcp>

Questions on the Introduction to 5S



- What are the 5 S's of 5S?
 - Sort, Set, Shine, Standardize, Sustain
- What is an optional sixth S?
 - A. Safety
 - B. Strain
 - C. Satisfy

Sort



- Evaluate what tools are necessary for production
- Eliminate all of the unnecessary equipment and parts
- Prioritize required tools and equipment by usage

Sort



- Please watch the following video:
 - [http://www.youtube.com/watch?v=s2xqBMdKjGo&feature=r~~el~~mfu](http://www.youtube.com/watch?v=s2xqBMdKjGo&feature=relmfu)

Questions



- **What does Sort look at in the workplace?**
 - Sort looks at an existing workplace and analyzes what tools, equipment, and material are required for a given production task.
- **What is the primary benefit of Sort?**
 - Primary benefit is the reduction of unnecessary material on the production floor

Make some suggestions for improvement by Sorting



After Sorting



Set



- Arrange the necessary tools in a way that they are easily accessible
- Prioritizes tools by usage allowing the most used tools readily available.
- Could also be called Straightening



Shadow boards are a good example of Set

Set



- Please watch the following video:
 - <http://www.youtube.com/watch?v=i5bPmXr2yGs&feature=relmfu>

Questions



- What is a good example of Set?
 - a) Shadow Board
 - b) Tape outlines
 - c) Removing unnecessary material
 - d) A and B
- How should tools be prioritized?
 - Tools should be organized in an ergonomic fashion.

Make some suggestions for improvement by Setting



After Setting



Shine



- Make sure that all of the equipment is clean and well organized.
- Repair anything within the workplace that needs repair.
- At the end of each shift, make it a task to clean your workspace.
- Could also be known as Sweeping.

Shine



- Please watch the following video on Shine:
 - <http://www.youtube.com/watch?v=B1j8jK9dE6Y&feature=relmfu>

Questions



- Shine or shining can also be known as what?
 - a) Swiping
 - b) Sweeping
 - c) Sustain
- What does Shine involve?
 - The involvement of cleaning the workplace and repairing any equipment that needs repair.

Make some suggestions for improvement by Shining



After Shining



Standardize



- Make sure that all work stations that do the same job are identical
- Everyone that is responsible for the same job should be able to work at any station
- Some tools of standardizing are checklists, charts, and short meetings.
- Involves assigning people to maintain the first three S's

Standardize



- Please watch the following video on Standardize:
 - ✦ <http://www.youtube.com/watch?v=r3cYjjEt3UM>

Questions



- Standardize ensures that all works stations are _____?
 - a) Different
 - b) Identical
 - c) Similar
 - d) Personalized
- Identify tools used to implement Standardizing?
 - The use of checklists, charts, and small meetings

Sustain



- Maintain the developed standard work practices
- Sustain is critical in changing the workers' mentality so they follow 5S practices in their daily routine
- Sustain ensure that 5S practices are carried out all day and everyday

Sustain



- Please watch the following video on Sustain:
 - <http://www.youtube.com/watch?v=8ZbXG3Hbt4w&feature=relmfu>

Questions



- **What is critical about the pillar Sustain?**
 - Sustain is critical in changing the workers' mentality so the follow 5S practices
- **In brief what does Sustain do for the 5S system?**
 - Sustain allows 5S to work, it ensures that workers' follow the 5S system and makes sure this system thrives day in and day out.

Quiz Time



1. On a piece of paper write down the 5S's and why they are important.
2. You are a shop manager, Create a check list for your employees using this information to evaluate their workspace to make sure they are implementing 5S.