# 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
  - o SORT (SEIRI)
  - o SET (SEITON)
  - o 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
  - <u>http://www.youtube.com/watch?v=OACMvw6G4Lg&feature=plcp</u>

## 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 elmfu

## 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:
  - o <a href="http://www.youtube.com/watch?v=i5bPmXr2yGs&feature=re">http://www.youtube.com/watch?v=i5bPmXr2yGs&feature=re</a> lmfu

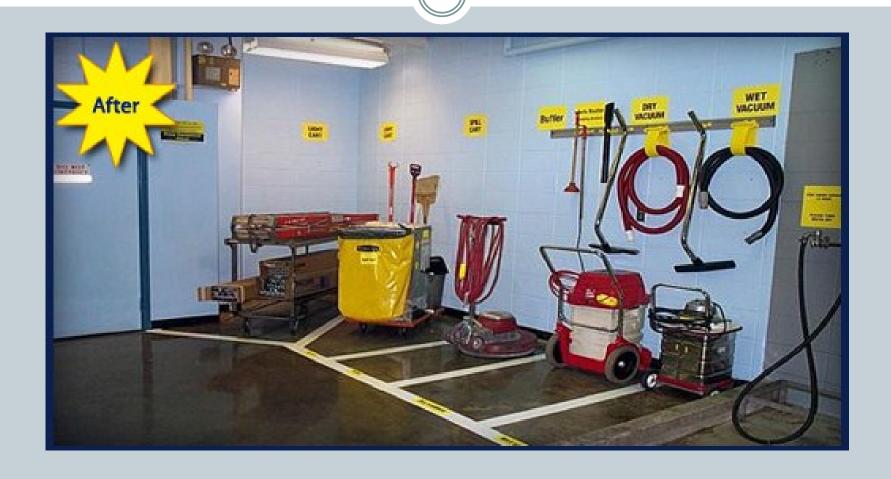
## Questions

- 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?
  - o 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=rel mfu

## 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

- 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.