



1

# *5S WORKPLACE ORGANISATION*

AfriLean Consulting @ [www.AfriLean.com](http://www.AfriLean.com)

# 5S SYSTEM

- ❑ A 5 step approach which goes beyond simple 'housekeeping' to provide the basis for all sorts of improvement systems



# P.D.C.A. CYCLE

## Plan course of action

- Organise materials & Resource Centre
- Coordinate activities & services
- Establish schedule
- Select team
- Establish visual communication
- Educate self directed work team

## Evaluate area

- Map area
- Photograph area (one point/ time delay)
- Set boundaries & responsible person
- Conduct 5S appraisals (sheet)
- Establish goals (sheet & chart)
- Initiate 5S

# 1<sup>ST</sup> S - SORT

- ❑ Sorting items in the work area involves 4 primary activities:
  - ❑ Determining the **frequency of usage** for every item in the workplace.
  - ❑ Marking the items that are **not used**.
  - ❑ Disposing of **non-essential items**. This may include recycling, donation or auction.
  - ❑ Eliminating the **source of clutter** and unwanted items.



## 2<sup>ND</sup> S – SIMPLIFY ACCESS

- ❑ A World Class operator should be able to reach his/her required tools within 30 seconds. Simplifying access involves arranging items in the workplace (work area) and establishing guidelines. This means placing items by frequency used.



# 3<sup>RD</sup> S - SWEEPING

- ❑ Sweeping the work area both visually and physically involves 4 primary activities:
  - ❑ Ensure that everything is in its proper location. It will instantly tell you what is missing and what action to take.
  - ❑ Identify and correct repeated violations.
  - ❑ Identify and correct repeated housekeeping problems such as tools out of place and areas of contamination.
  - ❑ Identify and repair / report faults.

Red Tag System



5 Senses

# 4<sup>TH</sup> S - STANDARDISATION

- ❑ Standardisation is the information about...and location of needed items and areas.
- ❑ Procedures are uniform making it easier for everyone
- ❑ Visual Controls highlight critical areas on equipment and sustain an organised workplace.



# 5<sup>TH</sup> S – SELF DISCIPLINE

- ❑ Self discipline is the routine practice of all previous steps. Self discipline is having all associates doing their part to carry out the 5S actions agreed upon.
- ❑ Daily Meetings
- ❑ Action Lists



# IMPROVEMENT AREAS

5S implantation results in ...

- Clean Working Environment
- Reduced Waste
- Reduced Breakdowns
- Higher Quality
- Improved Throughput
- Lower Costs
- Reliable Deliveries
- Improved Safety
- Higher Availability Rate
- Production Diversification
- Higher Morale
- Empowered Employees

