

5-S Implementation



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5-S Implementation

Why

- Safety
- Ergonomics
- Promote Flow
- Reduce searching
- Reduce unplanned downtime
- Increase Quality
- Eliminate distractions
- Reduce inventory and space

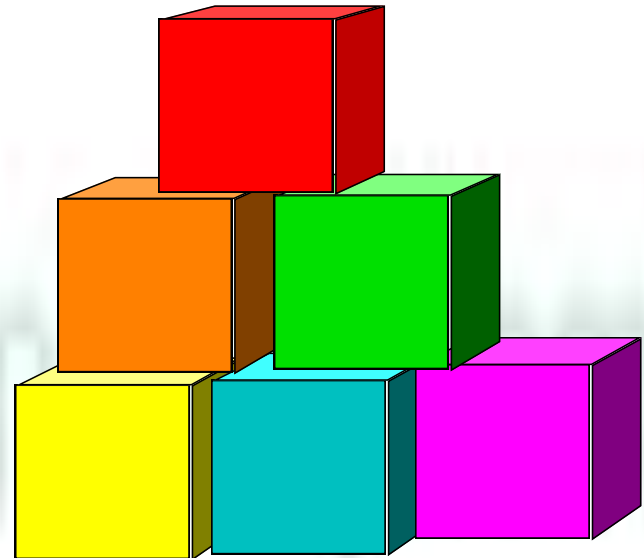


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Why

Foundation of all other activities

- Discipline to follow standard work
- One piece flow
- Expose problems
- Safe working areas
- Space reduction
- **Productivity**



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WHAT

SORT

SET IN ORDER

SHINE

STANDARDIZE

SUSTAIN

COMMITMENT

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Getting Started

Workplace Scan (Reality Documentation)

- Meet with area workers
 - Sort, Set in Order, Shine
- Mark the area
- Create a material spaghetti diagram
- Conduct a 5-S & Safety Audit
- Photograph the existing condition
- Create a Scan Display
- Review Reality documentation



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SORT

Determine red tagging criteria

Designate red tag holding area

Identify person responsible for holding area

Obtain red tags

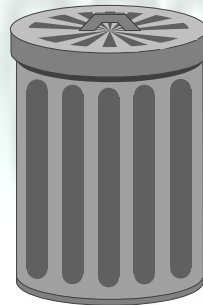
Talk to area workers

Perform red tagging and record tagged items in log book

Move tagged items to holding area

Update Workplace Scan display

Disposition tagged items.



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SORT



RED TAG

Category

Item name & number

Quantity

Reason

Disposal by

Disposal method

Posting date

Disposal date

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SET IN ORDER

Analyze the current situation

Target improvement issues

Get items off the floor and out from under benches

Decide where to put needed items

Make it visually obvious where things belong

Make it obvious when items are out of place



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SET IN ORDER

Guidelines for deciding where to put items

- The more frequently used, the closer it should be
- Every item should have a designated location and be labeled, shadowed, or color coded
- Make everything easy to get and to properly put away
- Get items off the floor



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SET IN ORDER

A place for everything, and everything is in its place

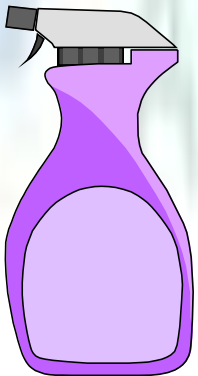
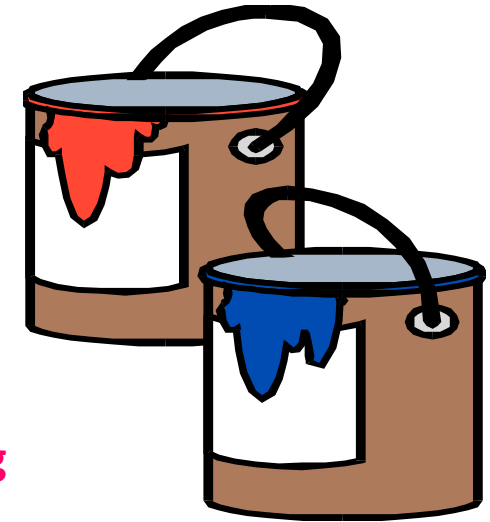
Results

- No Searching, Bending, or Stretching
- A place for everything, and everything is in its place

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SHINE

- Clean everything
- Inspect through cleaning
- Prevent dirt, grime & contamination from occurring



FIX-UP
CLEAN-UP

SPECIALS

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SHINE

- **Determine targets**
 - **Stored items**
 - **Equipment**
 - **Space**
- **Determine methods**
- **Conduct initial cleaning and painting**
- **Replace worn wires, hoses, and tubes**



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SHINE

Prevent breakdowns & increase safety

- Dirt
- Corrosion
- Lubrication
- Wear
- Leaks



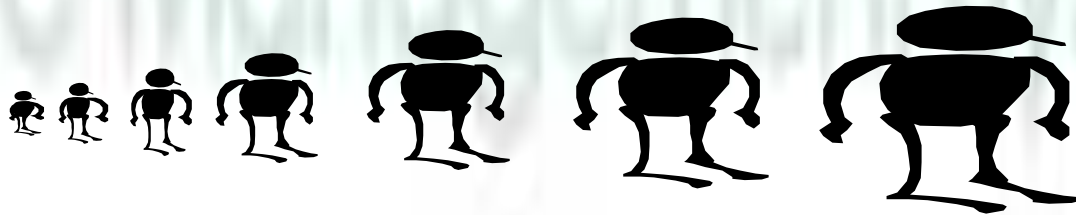
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STANDARDIZE

**There is a place for everything and
everything is in its place**

- Establish standards for 1st three S's
- Attain the 3-S conditions
- Make the standards visual
- Assign responsibilities, determine

Who, What, Where, When, and How



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STANDARDIZE

**There is a place for everything and
everything is in its place**

- Make labels & signs that are easy to see from a distance
- Put them on or near what they relate to
- Make them easily understandable
- Ensure they make the work place brighter and orderly

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SUSTAIN

Conditions for Sustaining

- Development of new awareness skills
- Management support
- Ongoing communication
- Make 5-S a part of daily work
 - 5 minute 5-S
 - 30 minute weekly 5-S meeting with targets
- Total Employee Involvement

