

5S



5S is a very powerful tool that fundamentally changes the process and is part of almost every improvement opportunity. The five components are:

Sort	<ul style="list-style-type: none">•Sort through all the terms and decide with each item if you are going to keep it, get rid of it or put it in the Red Tag Area
Set in Order	<ul style="list-style-type: none">•Place the items used most often in the easiest to reach location. Label shelves, use bins to store supplies, etc.
Shine	<ul style="list-style-type: none">•The Shine stage is when you would clean up the area, sweep, dust, maybe paint if necessary so that it looks clean. It's important to create pride in the work area.
Standardize	<ul style="list-style-type: none">•Once the Set in Order stage has had time to be tested, standardize your changes. For example, use the same labelling format, color code, and use consistent signage to name a few.
Sustain	<ul style="list-style-type: none">•Sustaining the gains is the most important and Sustaining the gains is the most important and difficult activity to do. if the Lean principles of standard work, visual management, and flow are used then your new system will have self monitoring attributes. All you need to do is add a 5-minute 5S audit.

Red Tag Area

The Red Tag area is where you place items that you are unsure of for a predetermined amount of time. If you discover you do need that item back you know where to get it. If after the predetermined amount of time you realize it is not needed, then it can be discarded.

Environmentally Responsible

When discarding items, we should try to be environmentally responsible, this means instead of just throwing everything into the garbage it could be donate or recycled.

5 Minutes 5S

This is a simple audit that can be done weekly to ensure you sustain the gains. It is a simple audit asking if the area is up to the new standard. If it is not then the auditor would straighten things up. By using this simple rotational audit, the team will start to take ownership of the process. See 5 Minute 5S one-pager.