

5S

A Practical Guide to Visualizing and Organizing Workplaces to Improve Productivity

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What is 5S?

Sort – The needed from the unneeded:

In this step you focus upon the identification of all items in a workplace which enables you to distinguish between the essential and non-essential items.

Set – The workplace in order:

In this step you identify the best location for each item, placing essential items in assigned locations. All non-essential items are removed from the work area in question.

Shine – The work area:

In this step you focus on creating a best practice approach to keeping the workplace clean and tidy at all times. The principle requires that you ensure that regular housekeeping activities occur continuously during any given shift.

Standardize – Activities:

Establish policies and procedures to insure 5S Implementation & improvement. In this step you work to identify with the process employees the best procedures to use to ensure effective and safe operation. These procedures become "law" and are applied diligently time and time again.

Sustain – The 5S system:

In this step you focus your energies to ensure that all activities and changes which have been implemented stay implemented. Actions such as continued cleaning of the

workplace, the identification of potential non-compliant activities and the reinforcement of approved activities are required to ensure the 5S activity remains beneficial.

Safety- The Working Environment:

This is the 6th S with insure that all other 5S are meeting the safety requirements.

Support- The Implementation:

Focusing on the budget, material and tools required to implement the other 6S plan.

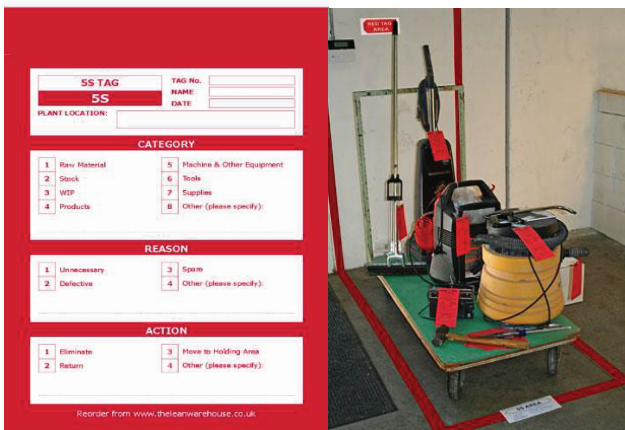
Security- The Resources:

Focus on fixed assets (PP&E), material, human capital, brand equity, intellectual property, information technology, assets-in-transit and the extended supply chain.



1-Sort

Sort alludes to the act of experiencing all the instruments, materials, and so on, in the work region and keeping just fundamental things. All that else is either put away offsite or disposed of. This prompts less risks and less mess.



The objective is to dispose of insignificant things from the work environment. Things are "red labeled" and put away in a nearby red label region for a particular timeframe, commonly five days. On the off chance that not recovered by the work gathering, things are then moved to one of the organization's focal red label territories. Here everybody can filter through the things to check whether there is anything they need. At the point when things have been in the focal territory for a particular timeframe, the organization discards them through resale, gift, reusing, or refuse.

Red Tag

Setting up red label rules forestalls disarray among laborers and decreases squandered exertion. The group ought to talk about also, make rules on the best way to choose what stays and what goes.



Frequency of use is the fundamental red tag criteria. To that end, a team may ask the following questions:

- What is this?
- When did you last utilize it?
- Is it basic or extraordinary for the division?
- If its stock, is this the minimum buffer required to keep the production up?

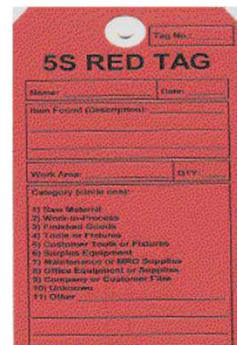
Guaranteeing the Success of Sorting Process (Action Steps)

- Select a 5S application region and take "previously" pictures.
- Review arranging standards – suggested measures are recurrence of utilization, criticality, and amount required for creation.
- Create a red label region – separate a corner or space to recognize it as the neighborhood red label region.
- Tag, record, and move things to the red label zone – stay with records so that the can follow resources.
- Take "after" photos of the cleaned up work region and red label zone.

- Items not recovered by the work bunch inside a set measure of days are moved to the organization's focal red label region.

Resources Allocation for Sorting

Definition Sort	Target Outcome
Eliminate non-essential items from the workplace.	An uncluttered workplace.
<p>Resources:</p> <ol style="list-style-type: none"> 1. Red Tags. 2. Red Tag Record Forms. 3. Camera for “before” and “after” pictures. <p>Some companies create a central storage area for 5S supplies and designate a 5S coordinator to manage supply stock.</p>	



Agenda

- Group clear on work environment limits.
- Red label last endorsement authority recognized (for example thing can/can't be red labeled).
- Arranging standards set up (e.g., recurrence of utilization; real amount required no support).
- Time designated for Sorting is plainly characterized (e.g., 60 minutes)
- Nearby red label region assigned with red floor checking tape or tantamount limit.
- Red labels and red label log structure accessible "Previously" pictures taken (recollect camera points with the goal that photos are predictable).
- Superfluous things distinguished and red labeled.
- Each niche, crevice, bureau, work area, cabinet, and storeroom researched.
- Red labeled things moved to nearby red label zone
- Red label log structure refreshed.
- Plans set up for things to be moved to focal red label zone after objective number of days
- "After" pictures taken.

Thoughts

- Go over the edge on correspondence. Ensure the board and representatives in the objective zone are told, when the red labeling will happen, etc.
- Remove anything from the center work zone that is not utilized at any rate week by week.