

# WELCOME



**5's management  
training program**



## DEFINITION

*“Place for every thing”*  
*“Everything on its place”*

KUNZITE

GROUP



1. Fundamental activity to improve business
2. 5S represents systematic approach for productivity
3. Quality and safety improvement
4. Important approaches in journey of continuous improvement
5. Organizes your work environment
6. Reduces waste and non-value activity
7. Well organized workplace motivates people



## WHAT IS 5S

- 1) Seiri (Sort)
- 2) Seiton (Set in order)
- 3) Seiso (Shine)
- 4) Seiketsu (Standardization)
- 5) Shitsuke (Sustain)

# 1) SEIRI (SORT)



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# SORT

 **STEP 1 SORT**  
Remove the unnecessary - Keeping only what is used and red tag the rest

- STEP 1** Create a 5S team for the area
- STEP 2** Identify a Red Tag holding area
- STEP 3** Brief the team on the project and 5S methodology
- STEP 4** Set a date for the red tagging event

- STEP 5** Take before photographs
- STEP 6** Work through the area, tagging any unnecessary items
- STEP 7** Review tagged items and existing out of date standards
- STEP 8** Take after photos to recognise progress made



# 1) Seiri (Sort)

## 5S: SORT – Red Tagging

- An effective visual method to identify un-needed items is called red tagging
  - A red tag is placed on all items not required to complete your job
- These items are then moved to a central holding area for later evaluation of their value
- Occasionally-needed items are moved to a more organised storage location away from the immediate work area
- Un-needed items are discarded/disposed of







## 2S : Set In Order - Examples



5S on desk top drawer



Marker pens sorted by color



Cabinet filing with labels



Files are color-coded and neatly arranged on desk

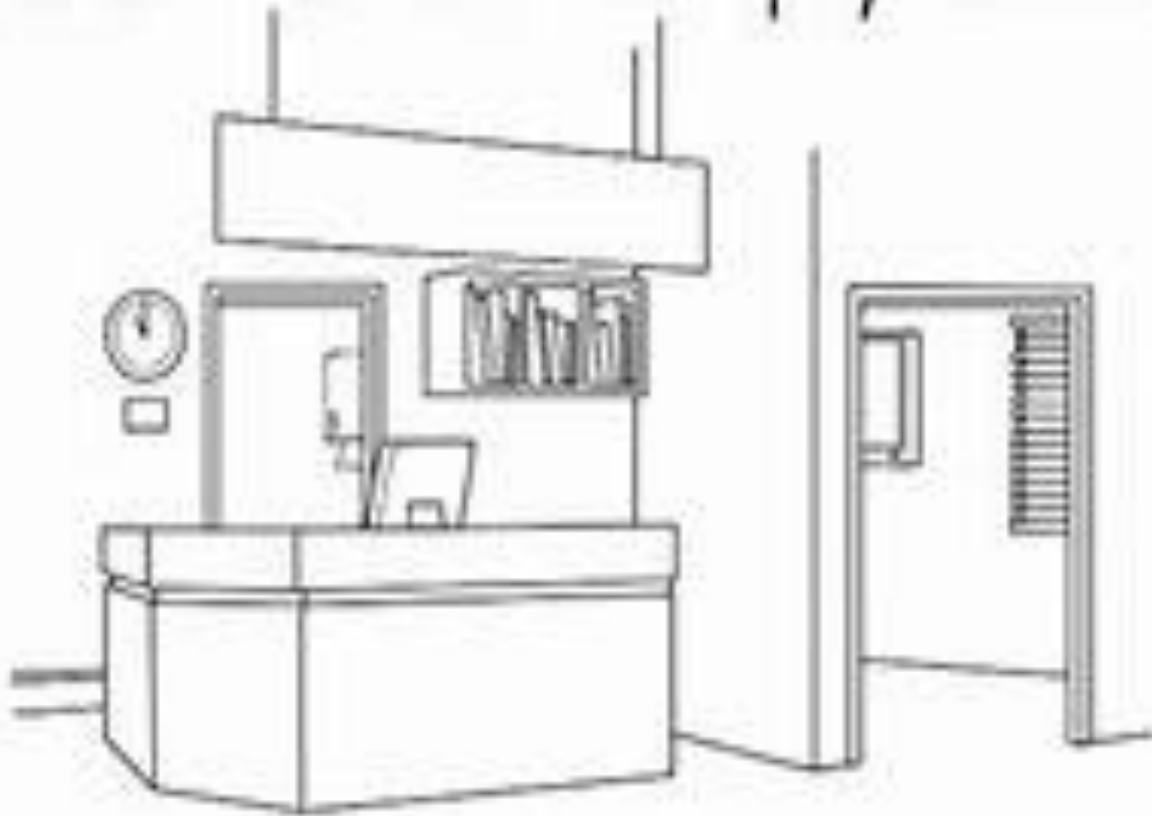


A diagonal stripe was taped on to the spines of a set of binders. At a glance, anyone can tell if any file is missing.



## 3) SEISO (SHINE)

3 S - Shine Simply shine!



WITHOUT EXCUSES

## 3) SEISO (SHINE)



**Cleaning is inspection**

GROUP





# 5S For the Office



## 4) SEIKETSU (STANDARDIZATION)



The illustration depicts a 5S Standardize station. A person in a suit stands next to three waste bins: 'GENERAL WASTE' (red lid), 'PLASTIC & RUBBER' (green lid), and 'METAL' (grey lid). A checklist board is mounted on the wall, and a control panel with a green checkmark and a red X is visible. The text '5S' is in the top left corner.

**STANDARDISE**  
Standardise process and make Work Instructions and Standard Procedures available  
Use colour to visually control the workplace  
Use checklists to support the right way of doing things

Kallista



## 4) SEIKETSU (STANDARDIZATION)



# 5 SHITSUKE (SUSTAIN)

## How to Sustain 5S?

- Get everyone involved
  - 5S is not the responsibility of a concerned few
  - All levels of management should take part in decision making required to ensure 5S implementation
  - Incorporate 5S as part of the organization's Small Group Activities





# 5 SHITSUKE (SUSTAIN)



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## How Do We Sustain 5S?

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- ▶ 5S must become a part of what you do everyday
  - Create conditions to make it happen
    - Allow time
    - Create awareness
    - Add structure
    - Management support
- ▶ Sustaining 5S is the most difficult step in the process
  - Make it easy for members to hold their gains
    - Utilize visual management
    - Audit the area and provide feedback



# OVERVIEW



# OVERVIEW



# GROUP



***THANKS,***

***HAVE A ORGANISED LIFE.***

