

CITEC

Manufacturing & Technology Solutions

5S Agenda

I. INTRODUCTION

5S Circle

5S Definition

Why Do 5S?

The 5S's (Japanese words & English words)

II. 5S NUMBERS GAME

Round 1

Round 2

Round 3

Round 4

Round 5

Round 6

Simulation of each "S" in 5S (estimated time = 45 minutes)

III. SORT

Definition

Pictures (Before/After) to illustrate problems/opportunities

Red Tagging:

- How to Implement Sort
- Simple Red Tag
- Red Tag Disposition Log
- Item Disposition List
- Red Tag Holding Area
- Example (photo)

IV. EXERCISE #1: RED TAGGING (90 minutes)

V. RESULTS OF SORT

VI. SET IN ORDER

Definition

Tips

Process

Pictures (Before/After) to illustrate problems/opportunities

VII. EXERCISE #2: START OF SET-IN-ORDER

Suggest what to start on:

- ❑ Hand tools
- ❑ POUS materials
- ❑ Cleaning supplies
- ❑ Anything kept at the workplace

VIII.SET-IN-ORDER RESULTS

IX. SHINE

Definition

TQM – TEI – TPM (you’ll have to define these acronyms)

Process for Implementing Shine

Initial Cleaning Plan (form)

Pictures (Before/After) to illustrate problems/opportunities

X. EXERCISE #3: SHINE SCHEDULE FOR PILOT AREA (estimated time = 30 min)

XI. RESULTS OF SHINE

XII. STANDARDIZE

Definition

Picture

How to Standardize

5S Cycle Review Chart

Integrate Sort, Set-In-Order, and Shine into everyday work activity

XIII. EXERCISE #4: Establish a 5S Baseline (estimated time = 60 minutes)

- ❑ 5S Clipboard Checklist
- ❑ Take baseline photos
- ❑ Complete 5S Radar Chart
- ❑ Review with Class

XIV. SUSTAIN

Definition

How to Implement Sustain

Role of Management

Role of Individuals

Pictures (Before/After) to illustrate problems/opportunities

Suggested Implementation Timeframe

XV. EXERCISE #5: SUSTAIN PLANNING WORKSHEET (estimated time = 30 min)

Action Plan for:

Sort (Red Tagging)

Set-In-Order (Shadow boards, etc)

Shine (Cleaning Schedule)

Standardize (5S Clipboard Checklist & Radar Chart)

Sustain (5S Culture...aka “Parlor Factory”)

XVI. BENEFITS OF 5S

Safety

Flow

Quality

Control

XVII. 5S CIRCLE