

## 5S Agenda

1. INTRODUCTION
  - 5S Circle
  - 5S Definition
  - Why Do 5S?
  - The 5S's (Japanese words & English words)
2. 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)
3. 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)
4. EXERCISE #1: RED TAGGING (90 minutes)
5. RESULTS OF SORT
6. SET IN ORDER
  - Definition
  - Tips
  - Process
  - Pictures (Before/After) to illustrate problems/opportunities
7. EXERCISE #2: START OF SET-IN-ORDER
  - Suggest what to start on:
    - Hand tools
    - POUS materials
    - Cleaning supplies
    - Anything kept at the workplace
8. SET-IN-ORDER RESULTS

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9. 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
10. EXERCISE #3: SHINE SCHEDULE FOR PILOT AREA (estimated time = 30 min)
11. RESULTS OF SHINE
12. STANDARDIZE
  - Definition
  - Picture
  - How to Standardize
    - 5S Cycle Review Chart
    - Integrate Sort, Set-In-Order, and Shine into everyday work activity
13. EXERCISE #4: Establish a 5S Baseline (estimated time = 60 minutes)
  - 5S Clipboard Checklist
  - Take baseline photos
  - Complete 5S Radar Chart
  - Review with Class
14. SUSTAIN
  - Definition
  - How to Implement Sustain
    - Role of Management
    - Role of Individuals
  - Pictures (Before/After) to illustrate problems/opportunities
  - Suggested Implementation Timeframe
15. 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")
16. BENEFITS OF 5S
  - Safety
  - Flow
  - Quality

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Control  
5S CIRCLE