

# 5S Training

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# Background on 5S activities

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The word “5S(five S)” was generalized in 1980’s in manufacturing sector in Japan, as Toyota Production System (TPS) became famous in the sector and “5S activities” were set as one of the bases of TPS

Service industry started to used “5S” in 1990’s

# Aren't you frustrated in your workplace?

Oh, this position makes me tired !



I cannot remember what/how to next...



Where is that document ?  
I cannot find it !



Why I am making mistakes again and again



Oh time is not enough to complete this work!



Why we cannot communicate properly?



**Are you  
positive thinker or negative  
thinker?**

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# Work together and do something with big positive attitude?

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**Even you are positive thinker,  
you still need something to make your ideas realistic  
You need tools !**



# There are useful tools

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**5S**  
**approaches**



# What is 5S ?

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5S is a philosophy and a way of organizing and managing the workspace and work flow with the intent to improve efficiency by eliminating waste, improving flow and reducing process unreasonableness.

**It is for improvement of  
working environment**





## The Five Practices of 5S:

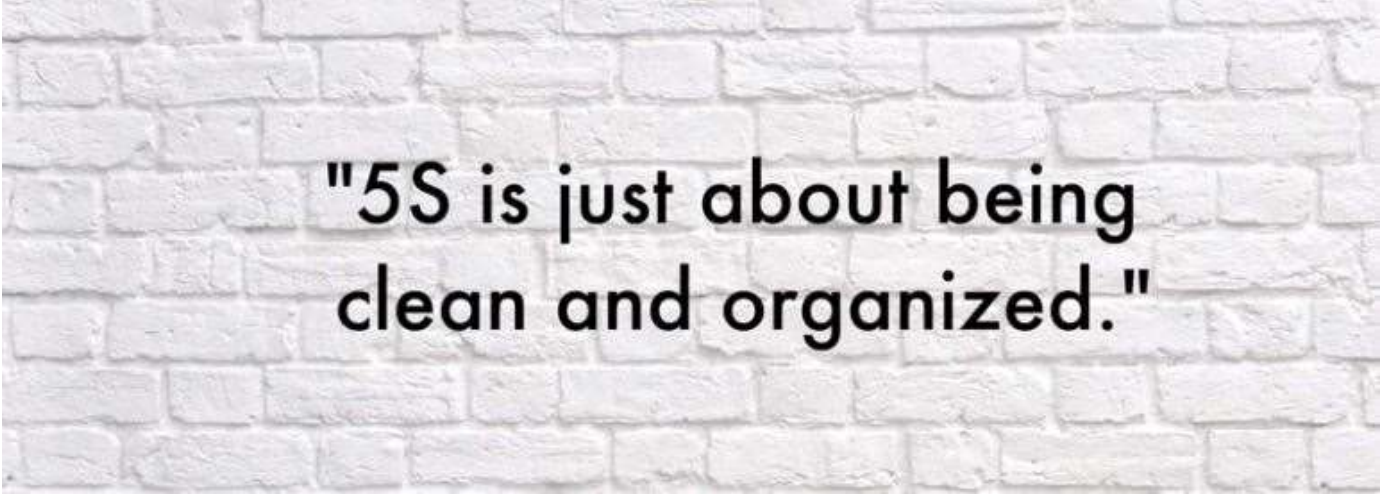
Sort - get rid of unnecessary stuff

Set in order - give a specific home to every item

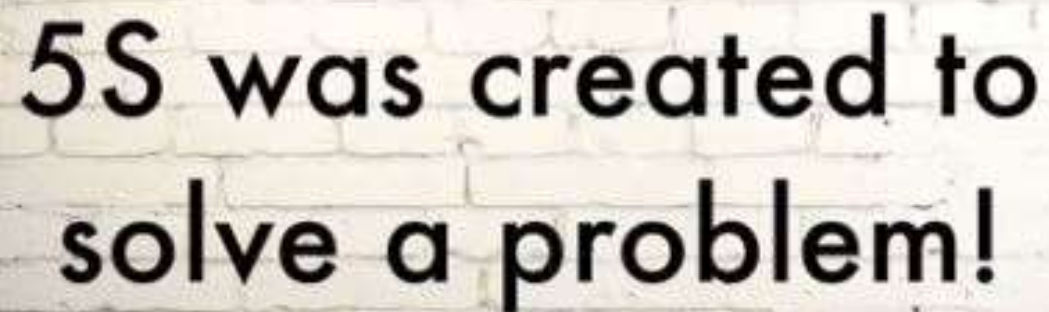
Shine - clean and inspect

Standardize - standardize the above 3 S's

Sustain - make it a way of life!



**"5S is just about being  
clean and organized."**



**5S was created to  
solve a problem!**

# Team work improvement through everyone's participation

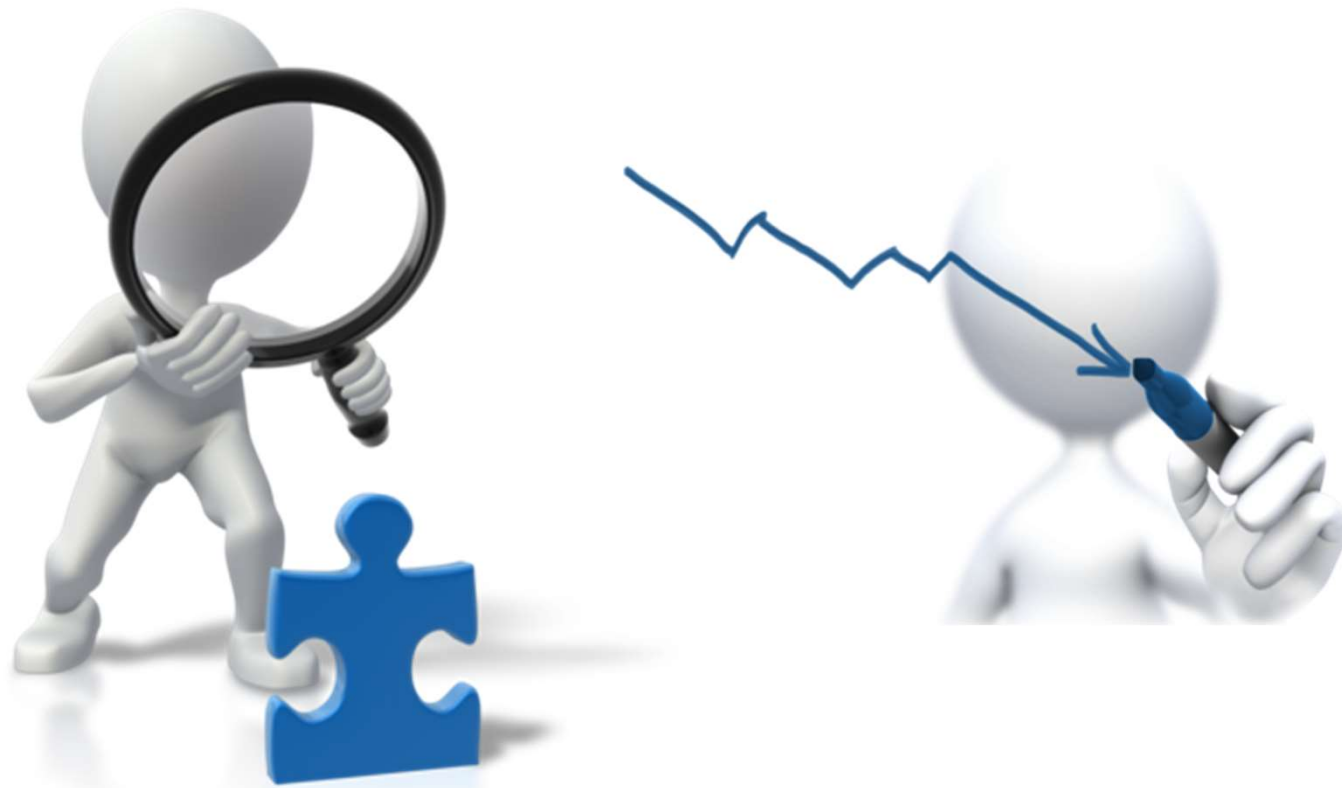




Identify **Abnormalities**



# Identify **wastes** and reduce the **wastes**



# Improve **productivities**

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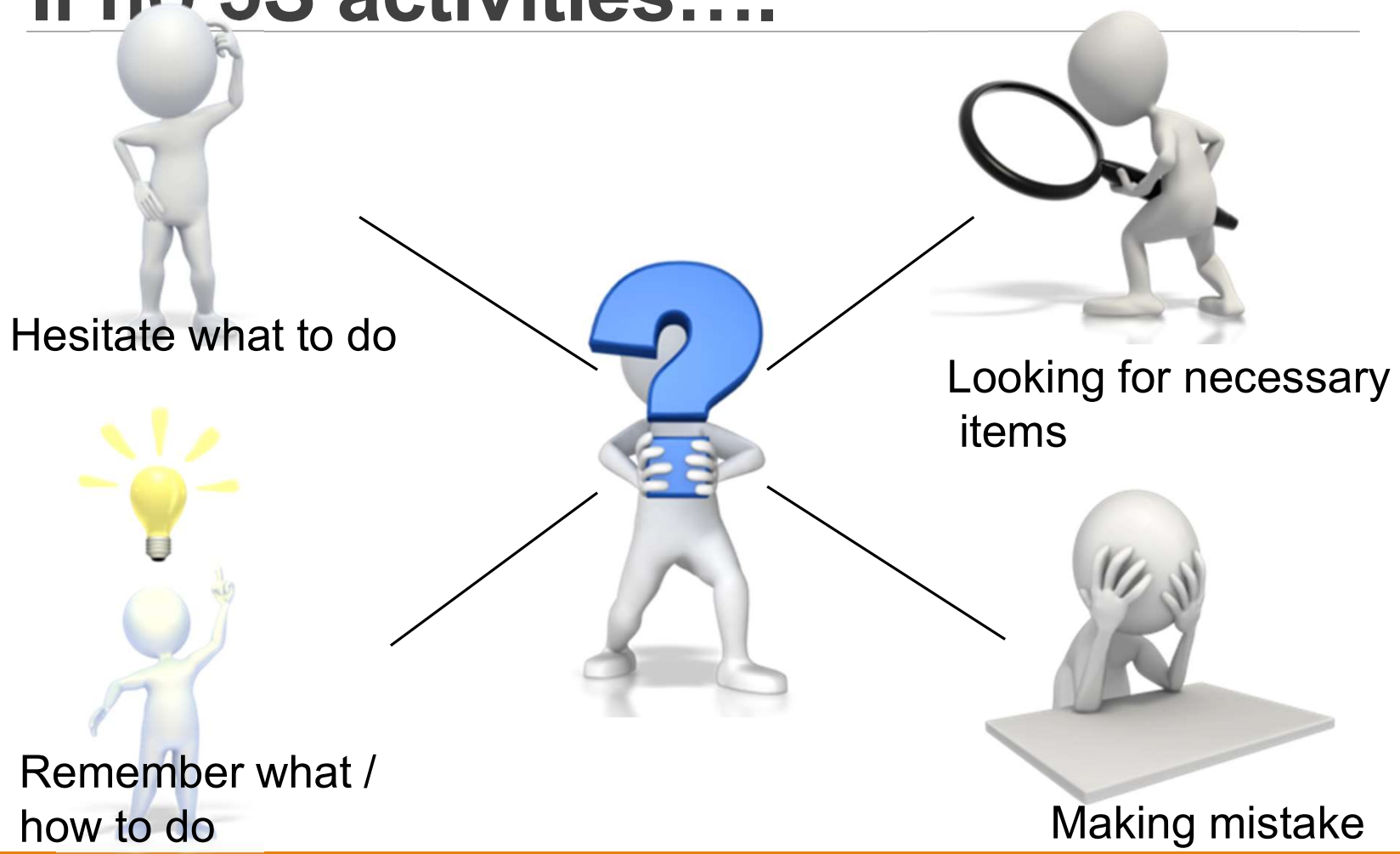


Improve **safety**





# If no 5S activities....

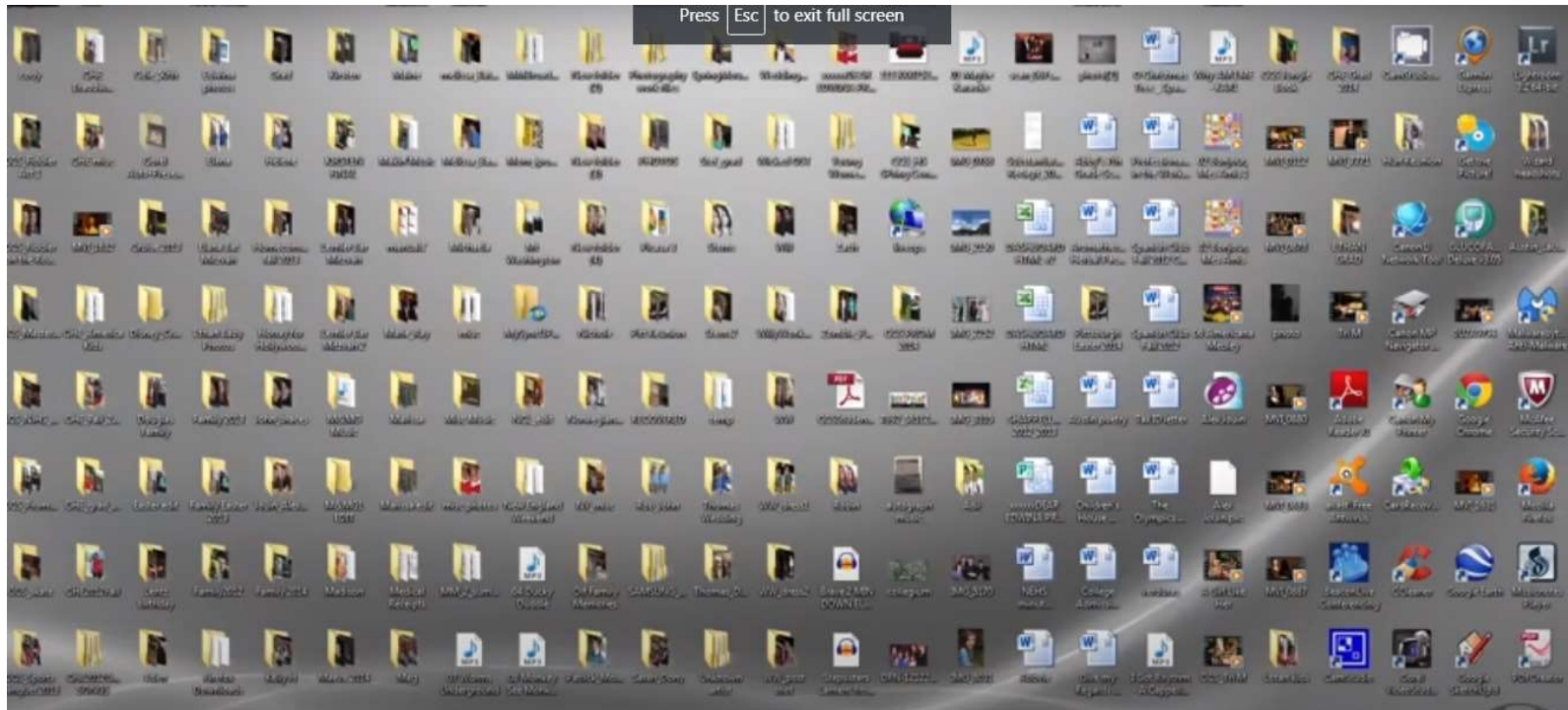




# NO 5S

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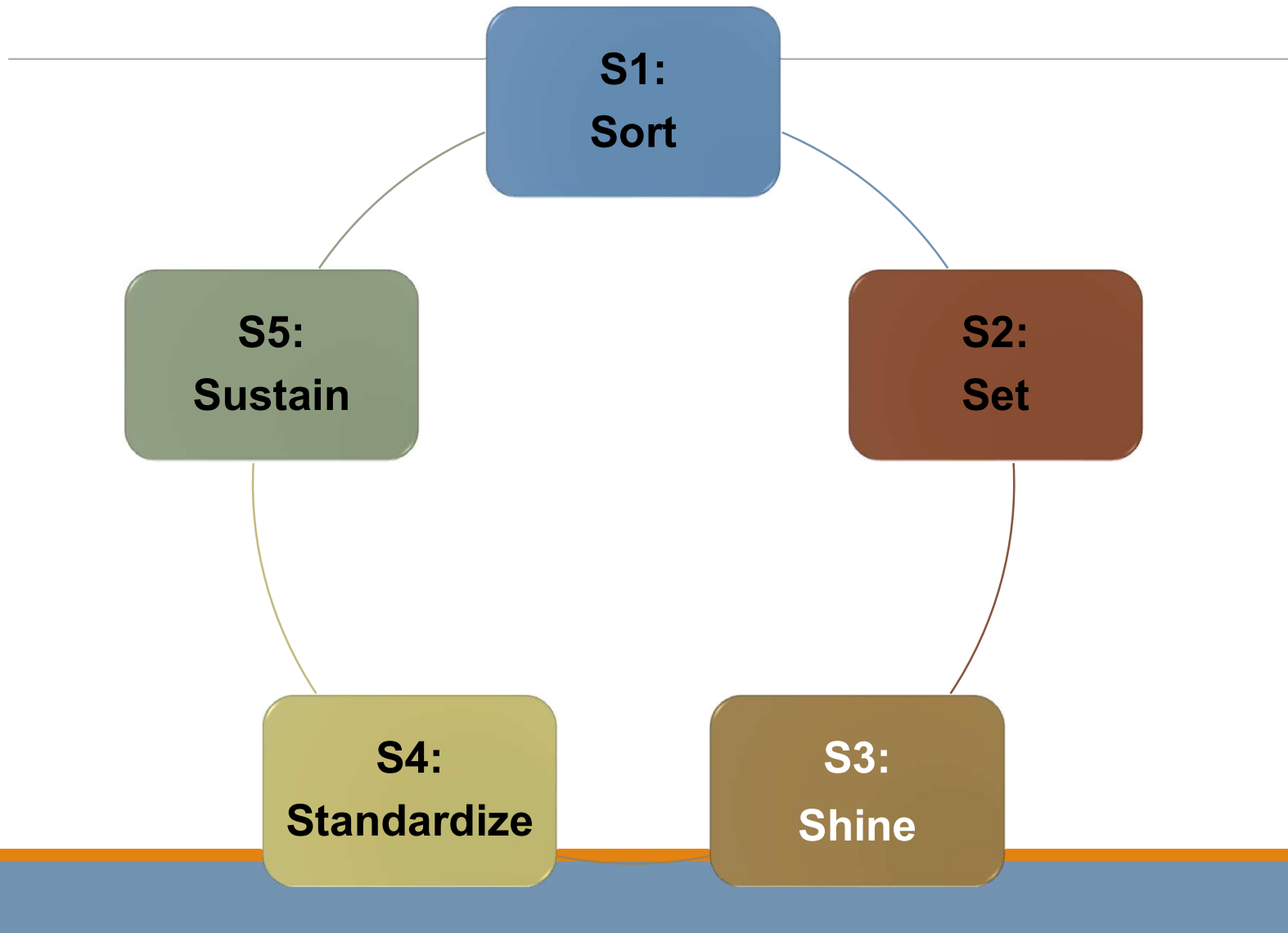


# Its Universal

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# 5S: **S**ort-**S**et-**S**hine-**S**tandardize-**S**ustain



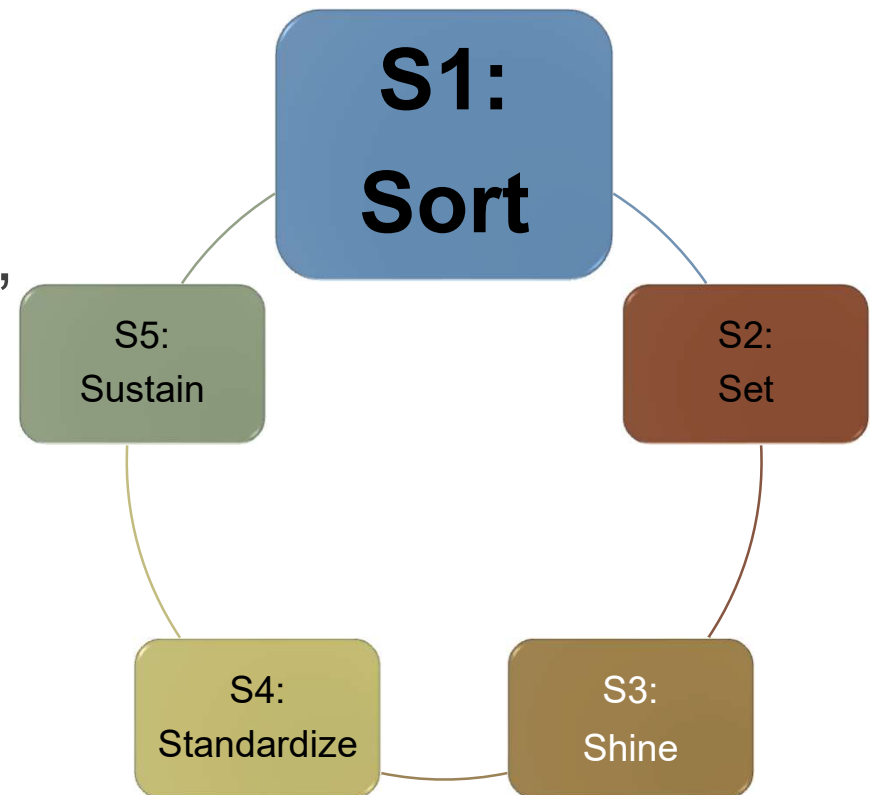
# S1: Sort

Focuses on eliminating unnecessary items from the workplace

Categorize equipment, furniture, tool in your working place into the following 3 categories

1. Necessary
2. Unnecessary
3. May not necessary

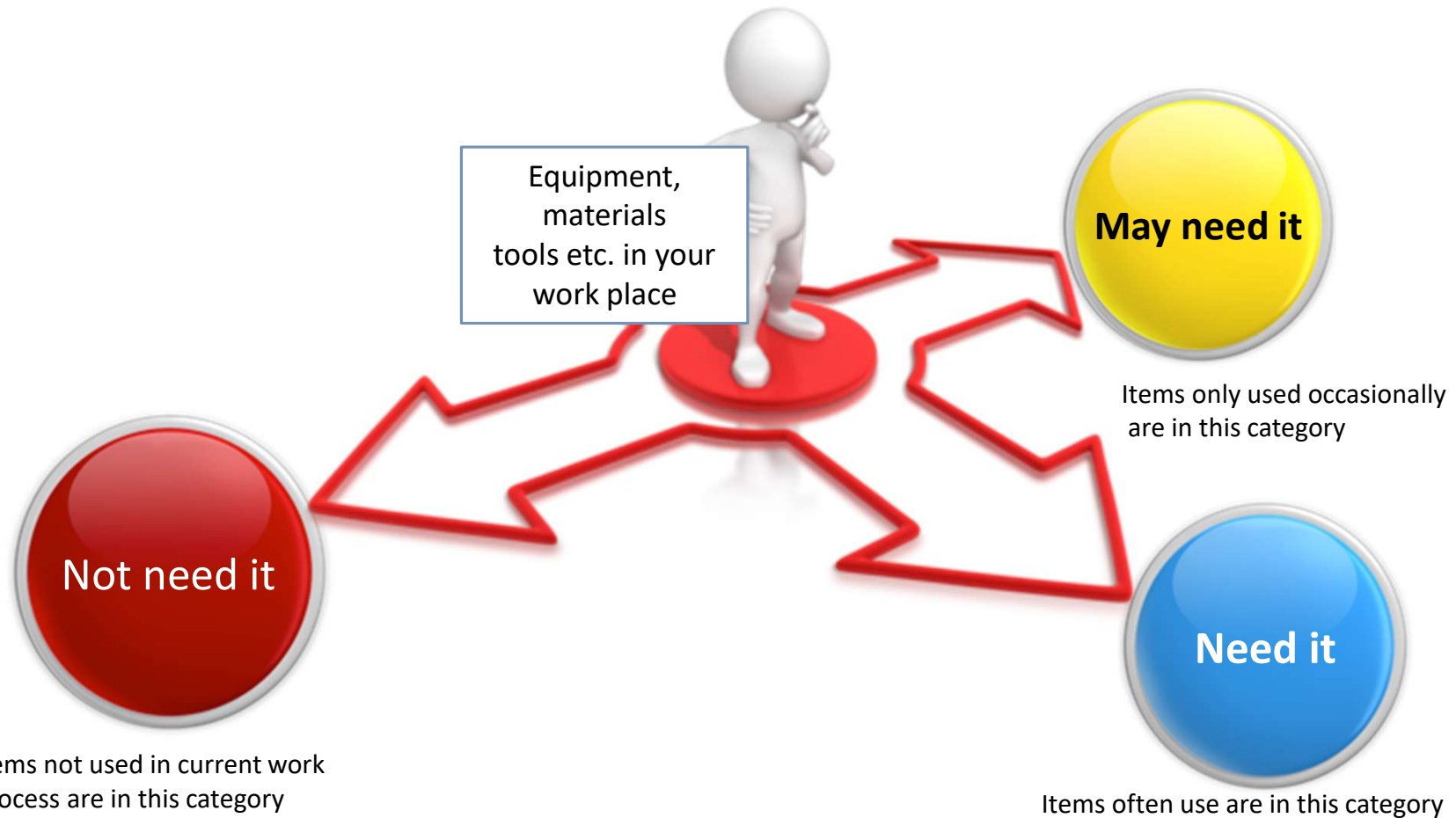
This step will also help with the “just in case” attitude



# S1: Sorting activities

Equipment, material, tools files, furniture etc. can be categorized based on the frequency of use!

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# Examples of “Sorting”

Place “Red tag” for categorization of items to identify unnecessary items

Move unnecessary items( broken tools, obsolete jigs and fixtures, scrap and excess raw material etc.) to central stored area

Free up valuable floor space (Space utilization)

Finding abnormality of equipment and tools (Out of order, missing parts etc.)



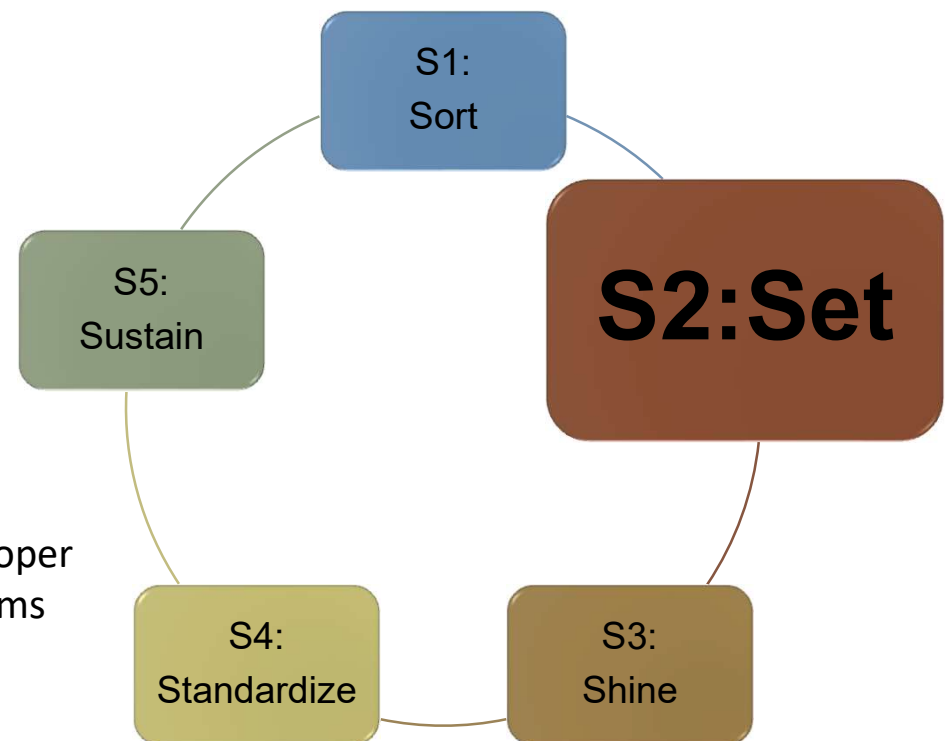
# S2: Set In Order

“Set” is based on finding efficient and effective storage of necessary items

This will save time and energy to look for something

Use 5S tools for proper Organization of items such as

- Labeling
- Color coding
- Numbering
- Zoning etc.



# Example of “Setting” activities

Labeling , numbering, zoning for clear identification of storage areas to keep necessary items

Set necessary items matching with workflow to minimize unnecessary movement and transportation time

With time consumption.



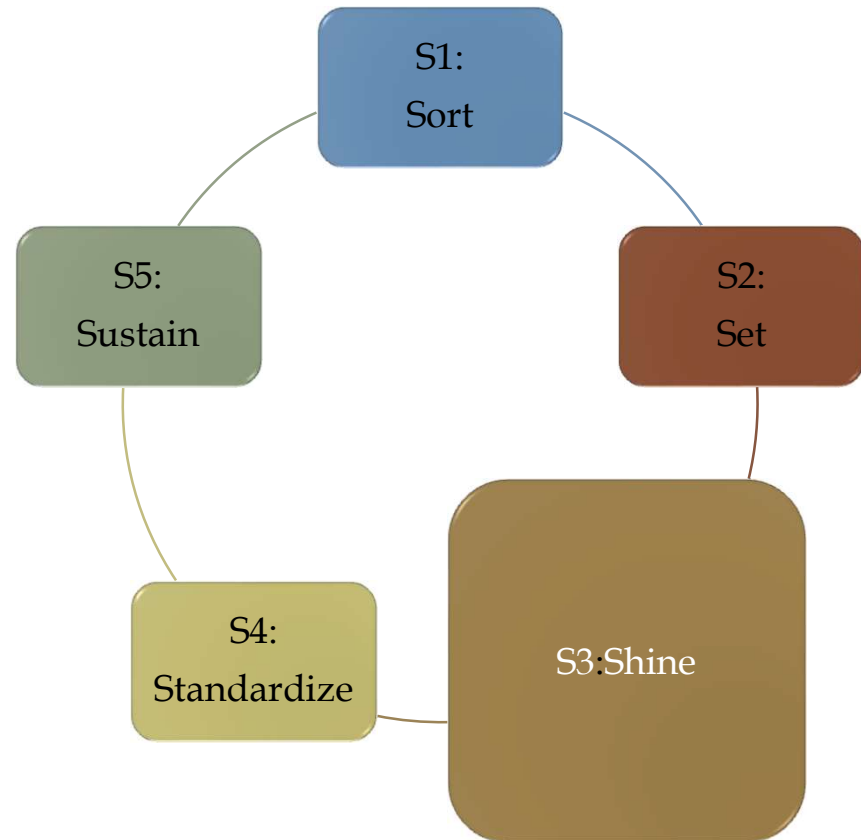
# PROCESS



# S3: Shine

Cleaning up one's workplace daily so that there is no dust on floors, machines or equipment.

It will create ownership and build pride in the workers



# S3: Shining activities



- Clean floor, windows and walls.
- Clean and Maintain office automation machines, medical equipment and tools, office furniture
- Develop and follow regular cleaning and Maintenance schedule



# Example of “Shining” activities

Daily sweeping and mopping of floor, bathroom, corridor etc.

Regular cleaning and maintenance of equipment and tools

Periodical check for changes in equipment and the service area such as: leaks, vibration, misalignment, breakage etc.

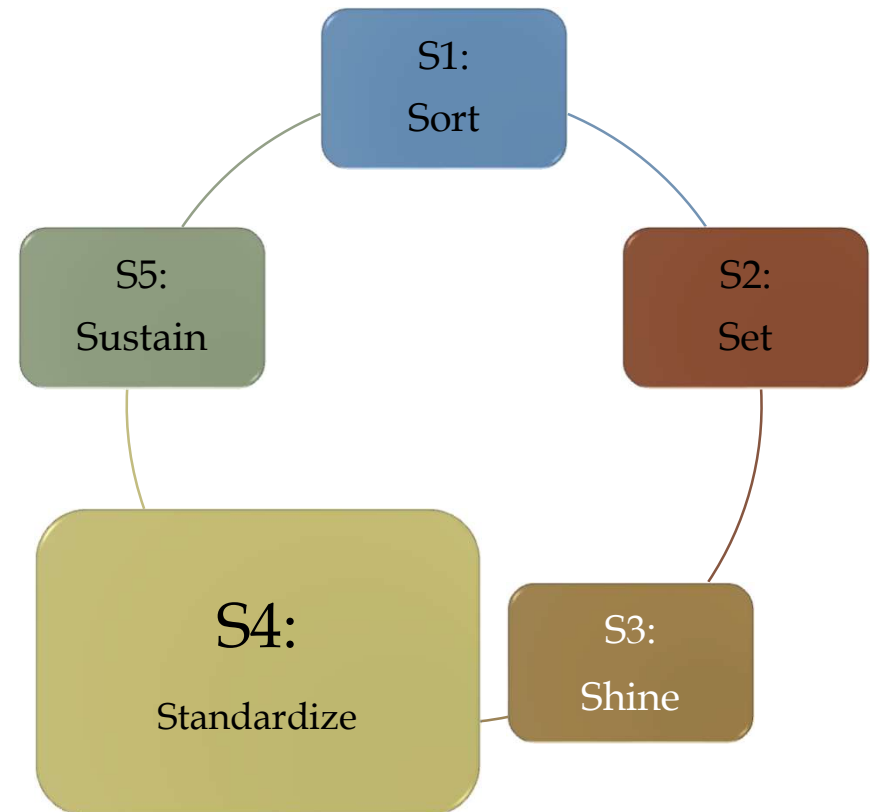
Waste segregation are also part of shine



# S4: Standardize

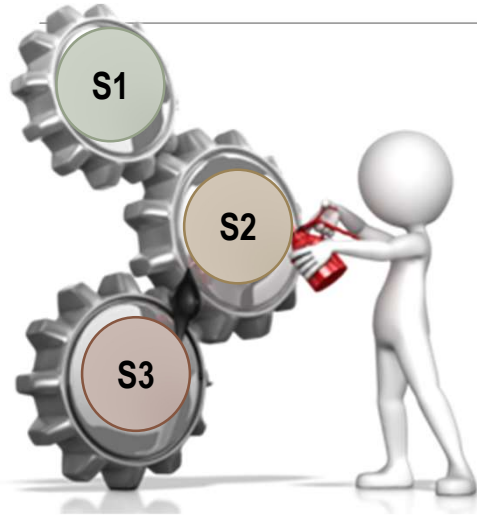
Maintain an environment where S1 to S3 are implemented in the same manner throughout the organization

Give opportunities to employees to take active part in the development of these standards.



# S4: Standardizing activities

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Standardization is useful for;

- Easy implementation of S1 to S3 activities
- Equalization process output
- Everyone's participation

# Example of “Standardize” activities

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Work instructions, Standard Operating Procedures (SOPs)

Checklist development and regular usage for SOPs

Mechanism and format development for ordering supplies, reporting etc

Color coding for waste segregation

Standardized common symbols



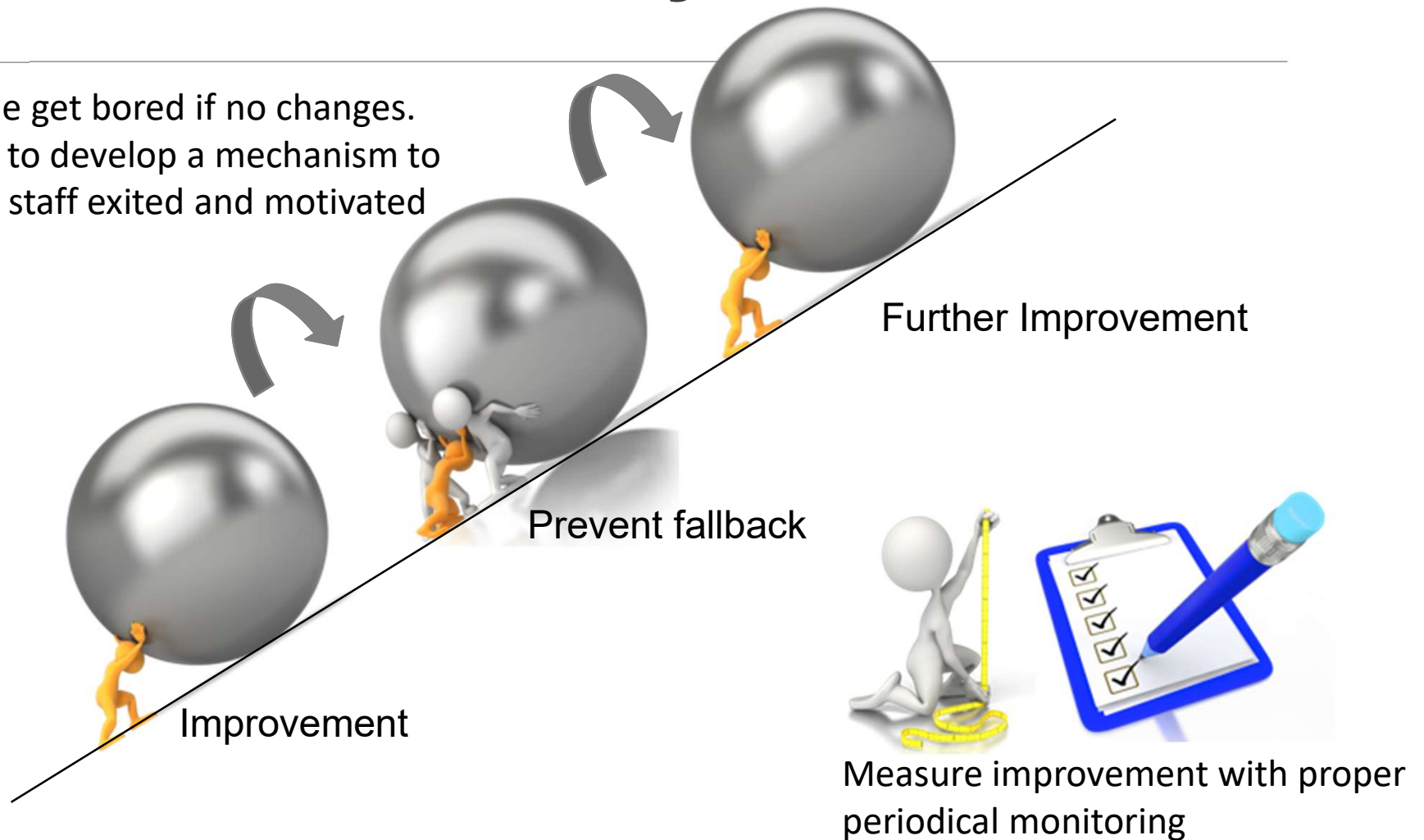
# **S5 : Sustain**

Maintain S1-S4 through discipline, commitment and empowerment

It focuses on defining a new mindset and a standard in workplace

# S5: Sustainability activities

People get bored if no changes.  
Need to develop a mechanism to  
make staff excited and motivated



## Example of “Sustain” activities

Regular progress reporting

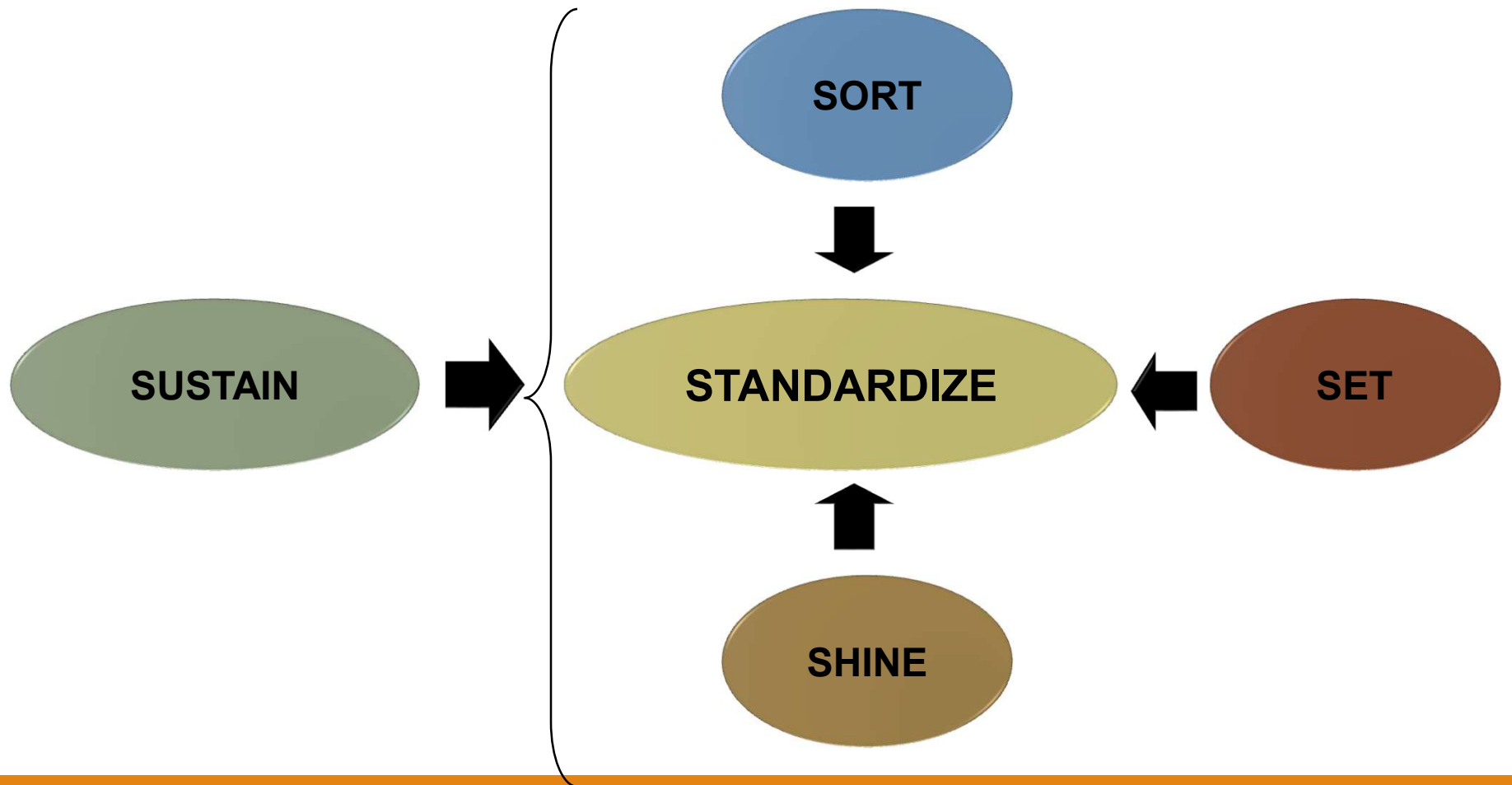
Refresher training

Periodical evaluation of 5S activities with proper advices for continuation and further improvements

Appreciation, recognition and awarding on good 5S activities


Reminder using 5S corner, new letters, good practice sheet etc.

# 5S Conceptual Framework



# 5S is becoming popular for Six solid reasons

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1. Visible results enhance the generation of more and new ideas
  2. The workplace gets cleaned up and better organized
  3. Results are visible to everyone - insiders and outsiders
  4. People are naturally disciplined
  5. People take pride in their clean and organized workplace
  6. As a result the company's good image generates more better
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# Target of 5S

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Targets of Five-S include:

- ✓ **Zero** changeovers leading to product/ service diversification
  - ✓ **Zero** defects leading to higher quality
  - ✓ **Zero** waste leading to lower cost
  - ✓ **Zero** delays leading to on time delivery
  - ✓ **Zero** injuries promoting safety
  - ✓ **Zero** breakdowns bringing better maintenance
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# Example of 5S activities

BEFORE 5S

AFTER 5S



Sample picture:



# Sample Picture:





# Sample Picture:



Thank you

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