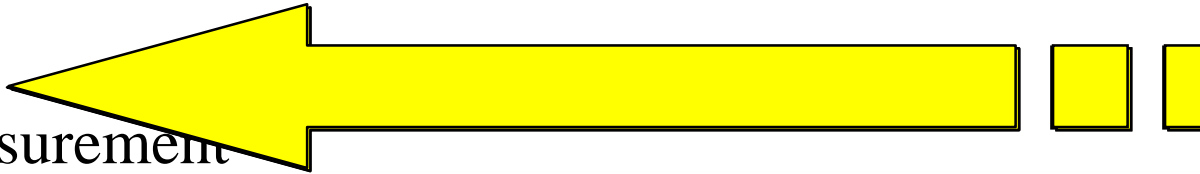


55S

# Visual Workplace Topics

- 5-s
- Measurement
- Red Tag
- Skills profiles
- Lines
- Andon
- Workplace organization
- Kaizen newspaper
- Kanban



# The 5S's - The Foundation of Visual Control

- First S, seiri: Sort (Organization)
- Second S, seiton: Straighten (Orderliness)
- Third S, seiso: Shine (Cleanliness)
- Fourth S, seiketsu: Standardize (Adherence)
- Fifth S, shitsuke: Sustain (Discipline)

## First S: Sort

Distinguish between what is needed and not needed

- Keep what is needed and eliminate what is not needed.
- Find alternative storage for tools, parts, equipment and supplies that are needed but not used on a routine basis.
- Determine measures to prevent accumulation of that which is unnecessary.

# Five Point Sorting Check

Description	Points
Needed and unneeded items are mixed together at the workplace	1
It is possible (but not easy) to distinguish needed/unneeded items.	2
Anyone can easily distinguish needed/unneeded items.	3
All unneeded items are stored away from the workplace.	4
Completely unneeded items have been disposed of.	5

## Second S: Straighten

A place for everything and everything in its place

- Determine a location for all identified needed items.
- Determine how many of each item will be stored in each given location.
- Make it easy for anyone to find, use and return these items.
- Use standard equipment.

# Five Point Straightening Check

Description	Points
It is impossible to tell what goes where and in what amount	1
It is possible (but not easy) to tell what goes where and in what amount.	2
There are location and item indicators for all tools and gages, as well as supplies and material	3
Various techniques (i.e. color coding, outlining, easy replacement methods) are used to facilitate replacing things properly	4
Tools and gages are unified and, when possible, eliminated. Specific indicators show what supplies and materials go where and in what amount	5

## Third S: Shine

Cleaning and looking for ways to keep it clean

- Eliminate dirt, dust, oil, scrap and other foreign matter to make the workplace clean.
- Keep the workplace swept, wiped down and clean at all times.
- Adopt cleaning as a form of inspection. Cleaning exposes abnormal conditions and corrects pre-failure conditions.
- Integrate cleaning into everyday maintenance tasks by all employees. Cleaning builds value for equipment and price in work areas.



# Five Point Cleanliness Check

Description	Points
The workplace is left dirty.	1
The workplace is cleaned once in a while.	2
The workplace is cleaned daily.	3
Cleanliness has been combined with inspection.	4
Cleanliness (dirt-prevention) techniques have been implemented.	5

## Fourth S: Standardize

Maintain and Monitor the first 3S's

A state beyond the first three S's in which they are thoroughly maintained:

- Share information so that everything is visible.
- Standardize everything and make standards visible so that all abnormalities can be easily recognized.

## Fourth S: Standardize (cont.)

- Devise methods to maintain adherence to this state and prevent deviations from standards to:
  - Prevent accumulation
  - Ensure everything is returned to its own place
  - Maintain cleanliness standards - “Cleanup After Yourself”

## Fifth S: Sustain

### STICK TO THE RULES!

- Correct procedures have become a habit.
- Proper training of all employees has occurred.
- Practiced by all employees and a change in work habits has been achieved.
- The workplace is well-ordered and run by agreed-upon procedures.
- Business leaders are deeply committed to implementing and maintaining the 5S's. Encourage everyone to look for ways to make further improvements.

# Rating Standard (0-5)

1 = EVERYTHING SORTED

2 = SORTED & STRAIGHTENED

3 = SORTED & STRAIGHTENED & SHINED

4 = EMERGENCY ROOM

---

5 = SUSTAIN 1,2,3 & 4

# Assignment

Measure Your Work Area According To  
The 5S Standards and start the  
improvement process!

*let's get to it!*

Item# and description	5S Evaluation Form	Item Score (0 - 5)	What is the team doing to improve to next level?
1. Removing unnecessary items	All items not required for performing operations are removed from the work area, only tools and products are present at work stations.		
2. Storage of cleaning equipment.	All cleaning equipment is stored in a neat manner; handy and readily available when needed.		
3. Floor cleaning.	All floors are clean and free of debris, oil and dirt. Cleaning of floors is done routinely -- daily at a minimum -- posted schedule.		
4. Bulletin boards.	All bulletins are arranged in a neat and orderly manner. No outdated, torn or soiled announcements are displayed.		
5. Emergency access	Fire hoses and emergency equipment are unobstructed and stored in a prominent easy-to-locate area. Stop switches and breakers are marked or color-coded for visibility.		
6. Items on floor	Work-in-process, tools and any other material are not left to sit directly on the floor. Large items such as tote boxes are positioned on the floor in clearly marked areas, identified by painted lines.		
7. Aisleways - markings	Aisles and walkways are clearly marked and can be identified at a glance; lines are straight and at a right angles with no chipped or worn paint.		
8. Aisleways - maintenance	Aisles are always free of material and obstructions; nothing is placed on the lines, and objects are always placed at right angles to the aisles.		
9. Storage and arrangement	Storage of boxes, containers and material is always neat and at right angles. When items are stacked, they are never crooked or in danger of toppling over.		
10. Equipment - painting	All machines and equipment are neatly painted; there are no places in the plant less than six feet high that are unpainted.		
<b>Subtotal pg 1</b>			



Item # and description	5S Evaluation Form	Item Score (0 - 5)	What is the team doing to improve to next level?	
11. Equipment - cleanliness	All machines and equipment are kept clean by routine daily care;			
12. Equipment - maintenance	Controls of machines are properly labeled and critical points for daily maintenance checks are clearly marked. Equipment checksheets are neatly displayed and clean.			
13. Equipment - storage	Nothing is placed on top of machines, cabinets and equipment; nothing leans against walls or columns. Guards and deflectors are used to keep chips and coolant from falling to the floor.			
14. Documents - storage	Only documents necessary to the operation are stored at the work stations and are stored in a neat and orderly manner.			
15. Documents - control	All documents are labeled clearly as to content and responsibility for control and revision. Obsolete or unused documents are routinely removed.			
16. Tools & gages arrangement	Tools, gages and fixtures are arranged neatly and stored, kept clean and free of any risk of damage.			
17. Tools & gages convenience	Tools, gages and fixtures are arranged so they can be easily accessed when changeovers or setups are made.			
18. Shelves & benches arrangement	Arranged, divided and clearly labeled. It is obvious where things are stored; status and condition is recorded.			
19. Workbench & desk - control	Kept free of objects including records and documents. Tools and fixtures are clean and placed in their proper location.			
20. 5S control & maintenance	There is a disciplined system of control and maintained at the highest possible level. It is the responsibility of everyone to maintain this system and environment.			
<b>Subtotal pg 2</b>				
<b>+</b>				
<b>Subtotal pg 1</b>				
<b>Total</b>			<b>÷ 20 =</b>	<b>5S score</b>