
5S

HOUSEKEEPING SYSTEM

*THE SECRET TO
JAPANESE SUCCESS*

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5S applies especially to

Office places

Workstations

Manufacturing areas

Where repetitive manufacturing takes place

Ware houses

- What problems do u commonly encounter at your workplace
-
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- Disordered/ cluttered environment
- Health & safety issues
- Errors
- Demotivated employees
- High absenteeism
- High turnover

THE SOLUTION TO ALL THESE
PROBLEMS IS

5S

Housekeeping System

Helps Create a Better Working Environment

THE 5S PRINCIPLES

- SEIRI – Sort out
- SEITON – Orderliness/Systemize
- SEISO – The Cleaning/Shining
- SEIKETSU – Standardize
- SHITSUKE - Sustain/Discipline

DISCOVERY OF 5S

- Thirty years ago researchers started studying the secret of success of Japanese manufacturing companies
- 5S turned out to be the most impressive "secret"
- The factories were so well organized that abnormal situations were readily apparent

METHODOLOGY OF 5S

1. SEIRI (SORT OUT)

- Decide what you need
- Remove unnecessary clutter
- All tools, gauges, materials, classified and then stored
- Remove items which are broken, unusable or only occasionally used

RED TAG TECHNIQUE

- Give staff red labels
- Ask staff to go through every item in the work place
- Ask if needed & those that are needed, in what quantity
- Not needed → red tag it
- Store in the red tag area

For confusing items

- Place the suspected items in the Red tag area for one week
- Allow the staff to reevaluate the needed items
- At the end of week those who need items should be returned

SEIRI

PRIORITY	FREQUENCY OF USE	HOW TO USE
Low	Less than once per year Once per year	Throw away Store away from the workplace
Avg.	Once per month Once per week	Store together but offline
High	Once Per Day	Locate at the workplace

2. ORDERLINESS(SEITON)

- ONCE YOU HAVE ELIMINATED ALL THE UNNEEDED ITEMS
- NOW TURN TO THE LEFT OVER ITEMS



ORDERLINESS(SEITON)

Organise layout of tools and equipment

- Designated locations
- Use tapes and labels
- Ensure everything is available as it is needed and at the “point of use”

ORDERLINESS(SEITON)

Workplace Checkpoints: -

- Positions of aisles and storage places clearly marked?
- Tools classified and stored by frequency of use?
- Pallets stacked correctly?
- Safety equipment easily accessible?
- Floors in good condition?



3. SEISO (CLEAN/SHINE)

- Create a spotless workplace
- Identify and eliminate causes of dirt and grime – remove the need to clean
- Sweep, dust, polish and paint

SEISO (CLEAN/SHINE)

- Divide areas into zones
- Define responsibilities for cleaning
- Tools and equipment must be owned by an individual
- Focus on removing the need to clean



Cleanliness

4. SEIKETSU (standardise)

- Generate a maintenance system for the first three
- Develop procedures, schedules, practices
- Continue to assess the use and disposal of items
- Regularly audit using checklists and measures of housekeeping
- Real challenge is to keep it clean

Resistance at this stage

- Human nature is to resist change.
- The tendency is to return to the status quo and the comfort zone of the "old way" of doing things.
- Defining a new status quo and standard of work place.

5. SHITSUKE (SUSTAIN / DISCIPLINE)

- Inoculate courtesy & good habits
- Driving force behind 5S
- Make it a way of life
- Part of health and safety
- Involve the whole workforce

LITMUS TEST FOR 5S

- 30 Second rule
- One must locate the item within 30 seconds if 5s is properly implemented
- Also applies to the electronic records retrieval

ADVANTAGES OF 5S

- If gadgets/gages/materials and documents are conveniently located in uncluttered work areas



- people spend less time looking for them
- This leads to higher workstation efficiency, a fundamental goal in any business

ADVANTAGES OF 5S

- A clean and tidy workplace leads to greater well being and increased motivation
- Health and Safety is ensured
- Machine maintenance ensured
- Quality improves
- Productivity increases
- Company image improves

ADVANTAGES OF 5S

- RESULTS IN A PLACE EASIER TO MANAGE
- SMOOTH WORKING → NO OBSTRUCTION
- NO DEVIATION, NO PROBLEMS



- B/C EVERYONE KNOWS WHERE THE THINGS ARE SUPPOSED TO BE

ADVANTAGES OF 5S

- Time saving
- Quick retrieval
- Accidents & mistakes minimized
- Increases space
- Creates workplace ownership

Workplace ownership is necessary

There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about this, because it was Everybody's job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.



Visual Controls

Lean Production

The latest practical form of JIT

- Based on Toyota Production System.
- Waste elimination
- Widely used in automotive manufacturing & other repetitive mfg.

From the operations perspective

Lean production **frees office and plant space and increases capacity** so companies can

1. Add product lines
2. In-source component production
3. Increase output of existing products without acquiring new facilities.



*With out 5S
implementation*



*With out 5S
implementation*



- 2. SERVICIO
 - 3. CALIDAD
 - 4. INVENTARIOS
 - 5. VARIACIONES DE MANUFACTURA
 - 6. VARIACIONES DE PRECIO
 - 7. CIP'S
 - 8. SEGURIDAD
- ...COMUNIDAD DE LA EMPRESA
...EL PROCESO CONTINUO DE ATENDER
...NUESTROS CLIENTES Y ACCIONISTAS*



**INICIATIVA
COMPROMISO**

5S implemented plant

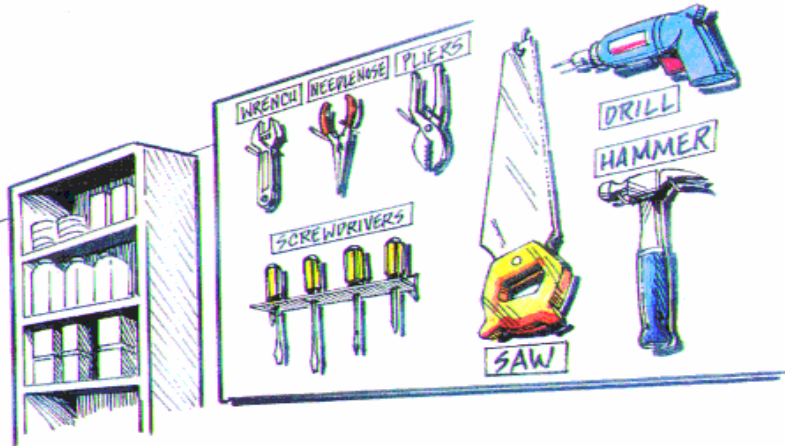


5S implemented plant

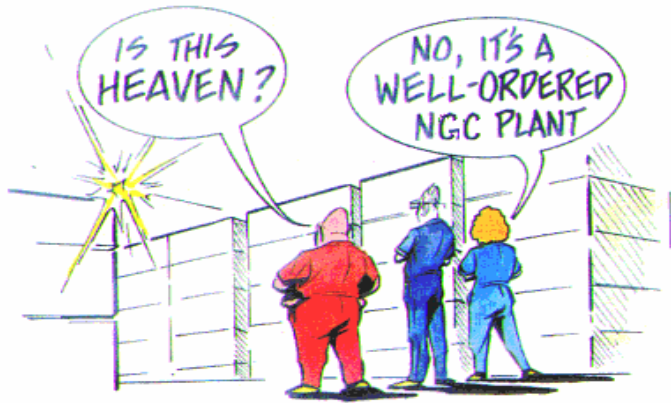




1. Sort



2. Set in order

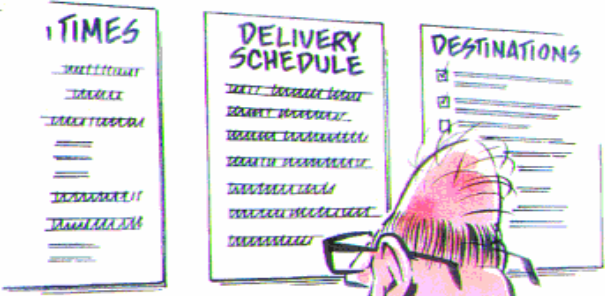


5. Sustain

5 S's



3. Shine



4. Standardize