5S Methodology

Summary

1 Introduction to the 5S methodology

2 Benefits and goals of the 5S methodology

3 How does it work?

4 5S method in your University

A prerequisite for any progress

The disorder
The saturation
The lack of clarity in a company

1st Solution →Improve the working environment

Introduction

This is the first management technique to implement, it requires perseverance and determination.

Initial Training

Involve Coaching

Involve Operators

Make the results visible

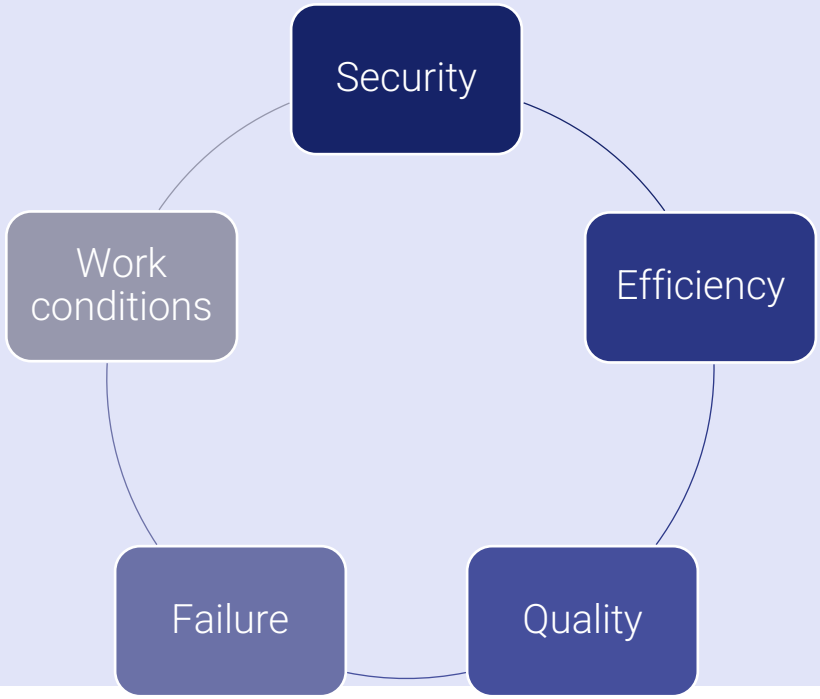
Continuous training

Why using 5S Methodology?

Total Quality → ORDER and CLEANLINESS
STANDARDIZE

Total Productive Maintenance (TPM) → PRODUCTIVE work tool
PRODUCTIVE atmosphere

Benefits:



Objectives of the 5S methodology

Security

- Basic security rules

Quality and Maintenance

- Promote maintenance and cleaning

Productivity

- Sustain quality and protection of the tools
- Promote continuous improvement and systemize the 5S time
- Plan execution time
- Train employees

Humain behavior

- Team spirits and moral values

Cost reduction

- Avoid financial waste-margin gain

Principles of the 5S Methodology

How ?

By a collective action

By field actions

Seiri
Seiton
Seiso
Seiketsu
Shitsuke

Which benefits?

- Reduce the risk of losing products
- Reduce failures on cleaned and followed equipment
- Reduce accident risks
- Working atmosphere gets better
- Empower everyone

Success conditions of the 5S methodology

- **Management involvement**
  - Treat the 5S implementation as a company project
  - The management must clearly signify the challenge and the interest
  - Follow the work and stay informed

- **Staff's commitment**

Each department is concerned !

→a new state of mind will appear

Detail of the 5S methodology

SORT or “Seiri”→“*the analysis*”

SET IN ORDER or “Seiton”→ “*analyzable*”

SHINE or “Seisou” →“*clear*”

STANDARSIZE or “Seiketsu”→“*functional*”

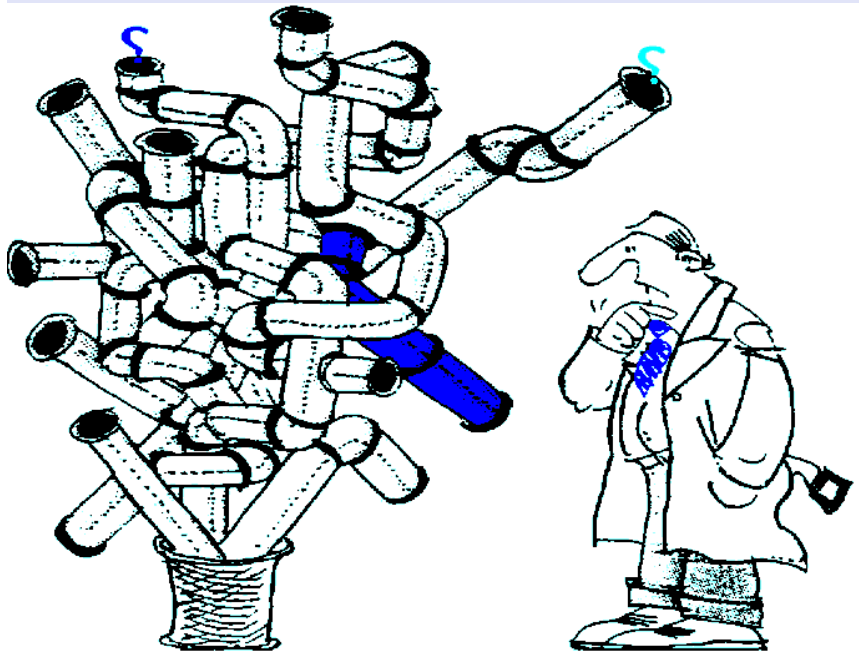
SUSTAIN or “Shitsuke”→ “*rules of life*”

SEIRI procedure : sort

Objective: « get rid of everything which is useless »

Recommandations:

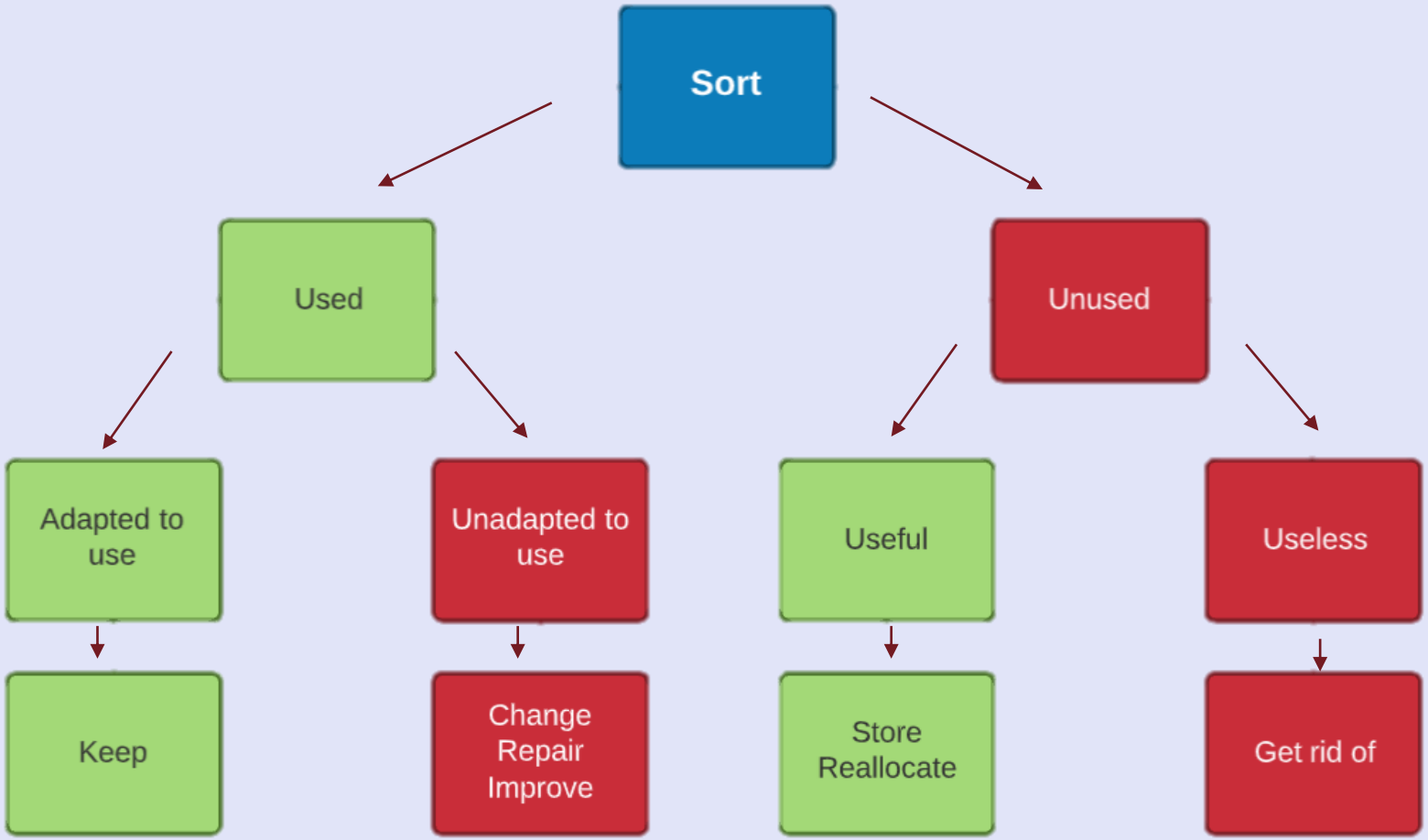
- Distinguish the necessary from the useless
- Remove the useless



« The human nature is to accumulate, to keep things, just in case »

SEIRI procedure: sort

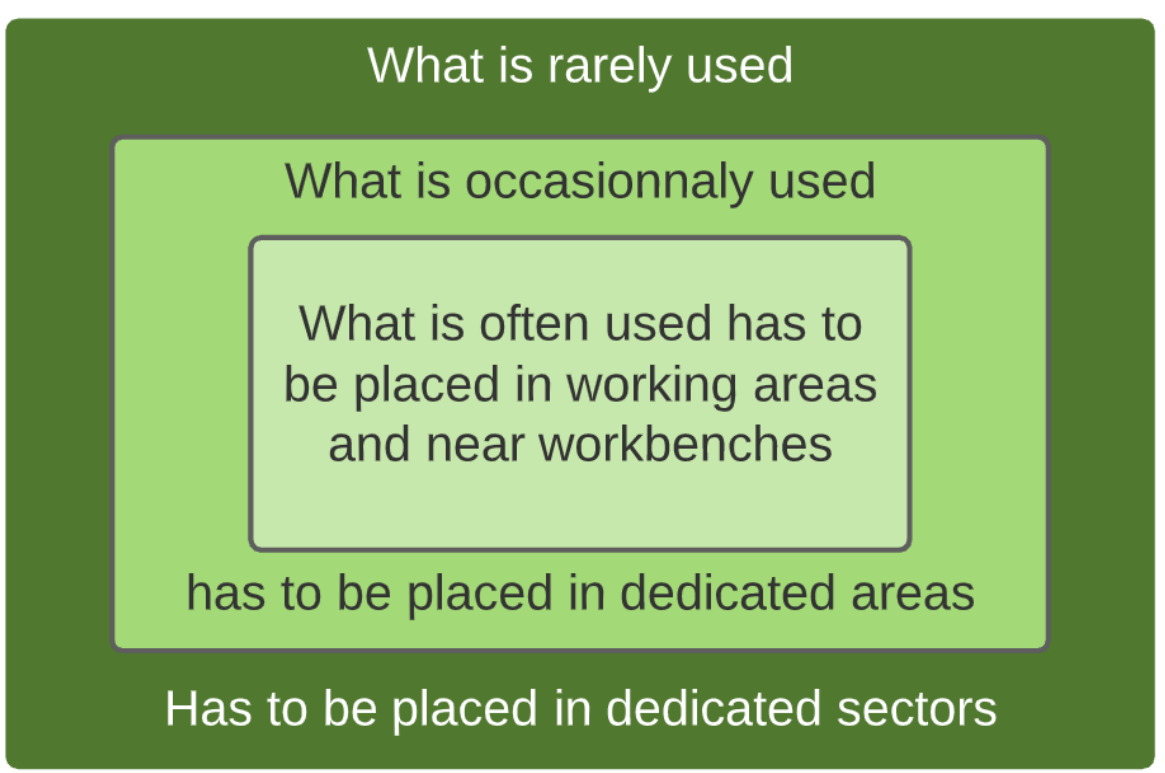
On a well identified working zone



SEITON procedure: tidy and locate

Objectives: « Tidy useful things! »

Recommendations: Tidy means place each thing to a precise and accessible place, in order to find it quickly after use



SEISO procedure: Clean and Shine

Objective: “regularly clean the workbench”

Recommendations: clean each time we dirty

No-one wants to work in such a place

SEIKETSU procedure: Order and standardize

Objectives: create a clean atmosphere and systematize

Watchword: entrench methods in spirits and behaviours

SHITSUKE procedure : follow-up and rigour

Objectives:

- Standardise the approach
- Initiate an "agreed upon" discipline (natural and skill based authority)

Watchword: Evaluate the progress

Write (what we must do)

Modify (what is done/written)
Writings, products…
People training

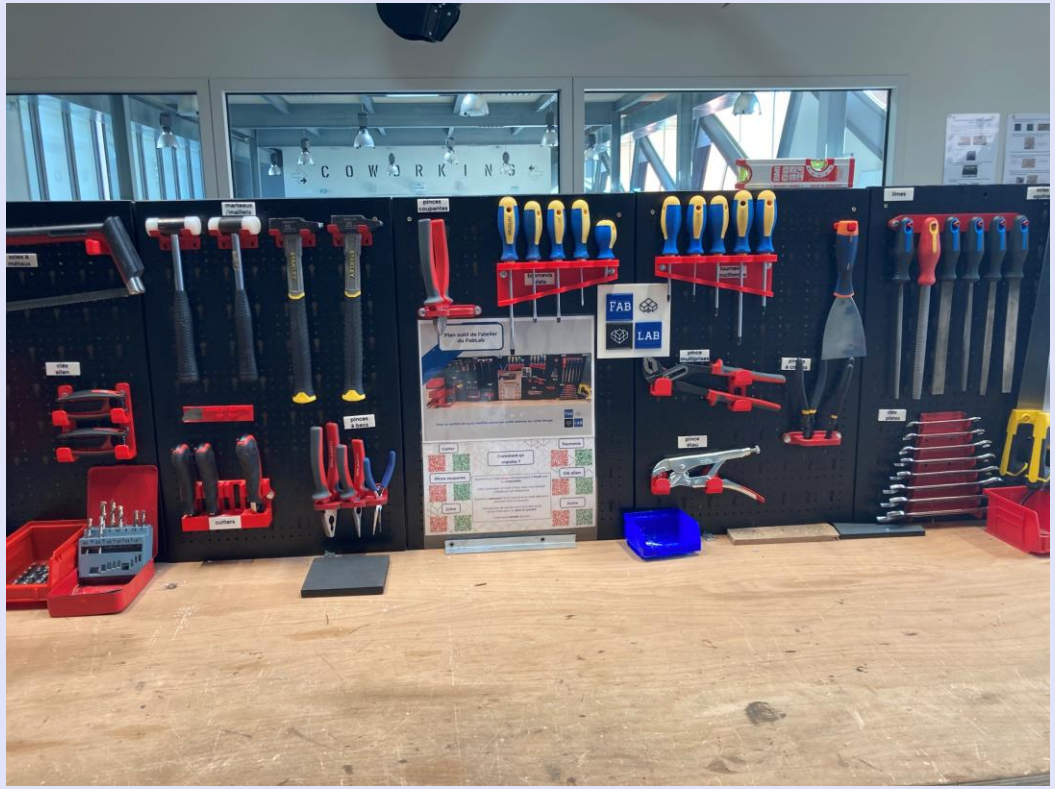
Do (what is written)
…

Verify
(what is applied)
Autocontrol, audits, inspections…

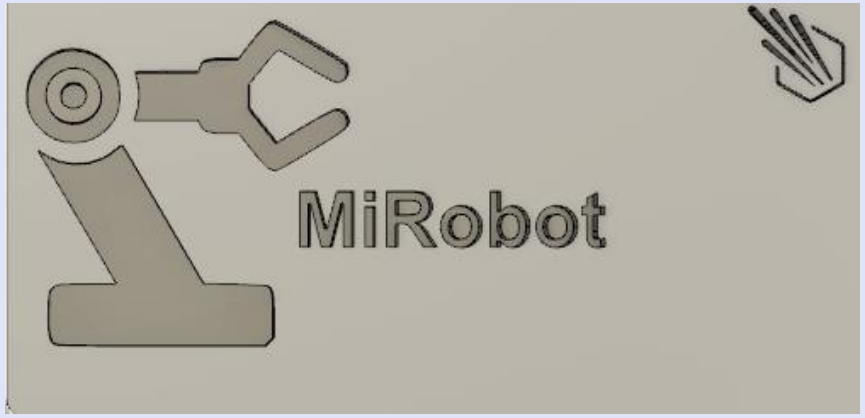
Synthesis

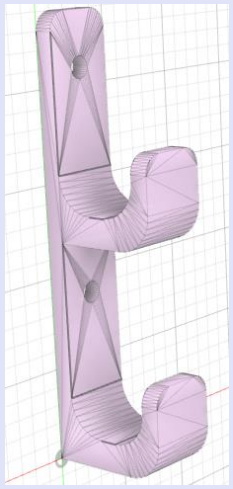
	Sort	Set in order	Shine	Standardise	Sustain
Workstation	Tools and objects tidy, identified	Regular cleaning, control and inspection	Inspection points visibility, visual procedures	No useless objects	Everyone respects the cleaning, storage and safety instructions
Workshop	Defined location for the "in-progess"	Even the common areas are clean	Displayed action plan, maximum stock value visualised	No excessive "in progress"	Respect of the stock values and circulation instructions
Establishment	Traced aisles, clear sign age	Clean windows and toilets	5S plan displayed, visible organisation chart, information flows	Clear courtyard	Respect of parking areas, meeting schedules
Office	Identified and easy to find documents	No stains, pleasant work environment	Visual procedures	No expired documents	Respect of instructions
Billboard	Titles, headings, dividing lines	No stains, bright colors	Visible instruction manual	No expired notes	Up to date graphs and data
Computer	Aligned icons, decomposition of the tree structure	Clean material, updates on the organised data	Displayed ad clear procedures	No double or expired file	Up to date data
Meeting room	Delimitation of the location of the furnitures and material	No marks on the floor, walls, boards	Visual procedures for the material, clear instructions	No useless object	Respect of the schedules

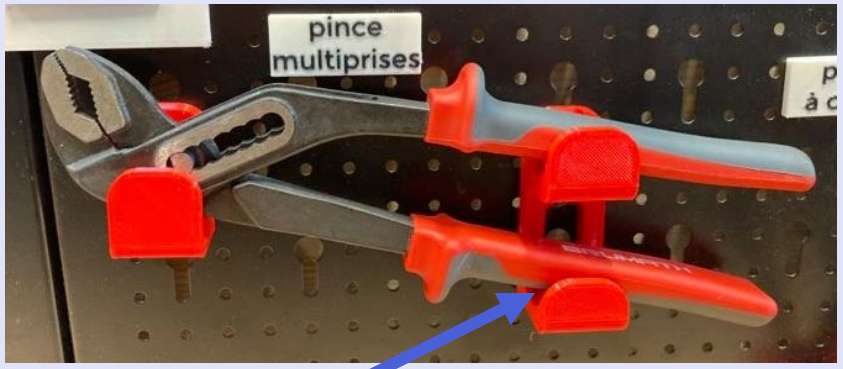
This is what we have thought about for the Training Center Workshop:



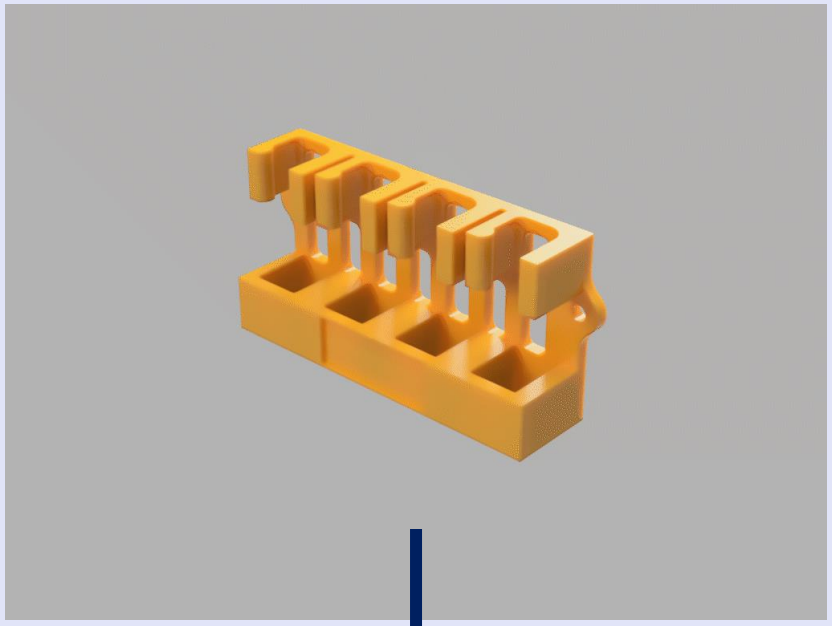
STL files for storage elements for workbenches



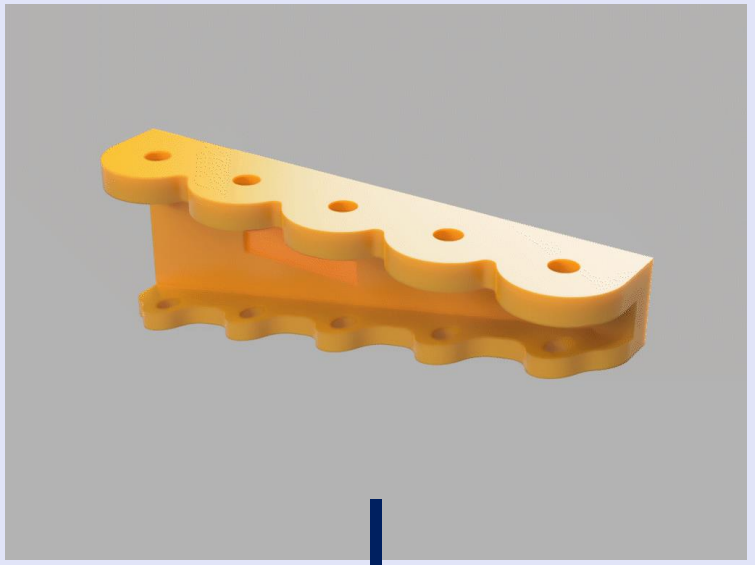




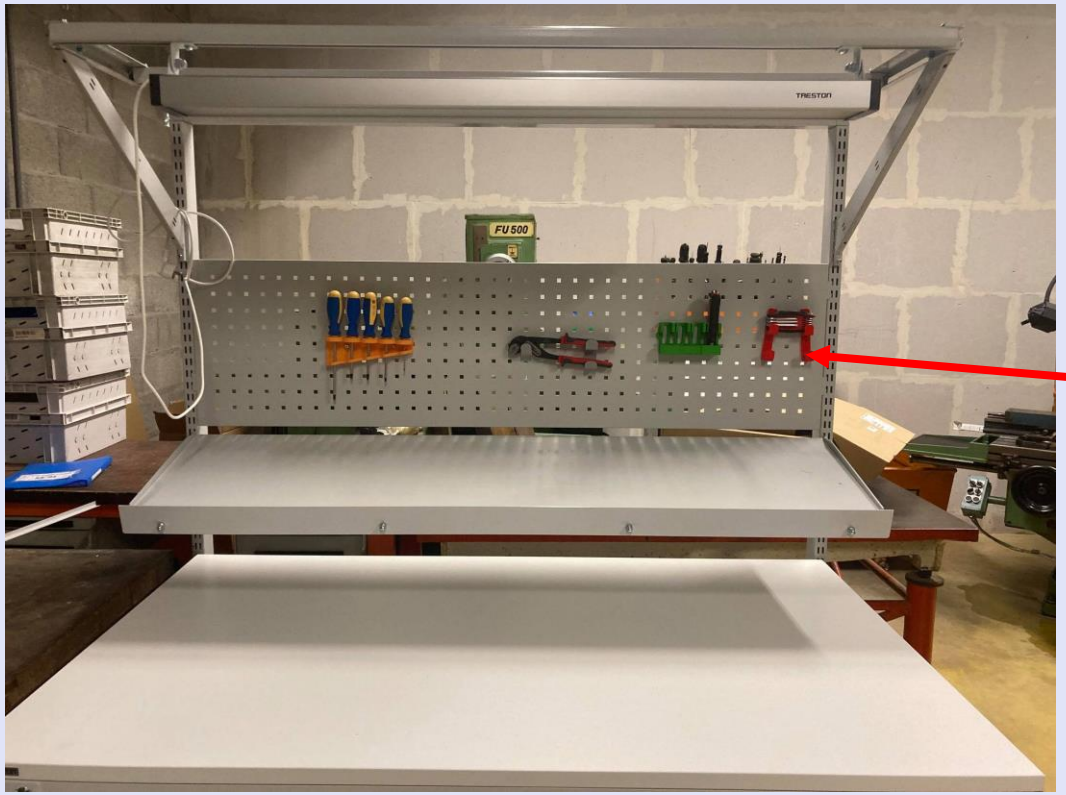
5S Method in your University



3D
Printings



Tools holder



Clean and safety

Thank you for your attention