

The 5-S Method

1. 5-S Principle

The 5-S Methodology is coming from Japan, the 5-S is based of 5 Japanese words:

- ◆ Seiri, Seiton, Seiso, Seiketsu, Shitsuke

Seiri	Sorting out: Clean out the work area, keeping what is necessary in the work area, relocating or discarding what is not
Seiton	Systematic arrangement / Set limits and Locations: Arrange needed items so they are easy to find, use and return (What do I need to do my job, Where should I locate this item, how many of this do I need)
Seiso	Shine and Sweep: Clean and care for equipment area
Seiketsu	Standardization: Make all work areas similar
Shitsuke	Self-Discipline / Sustain: Make these rules natural and instinctual

- ◆ 5-S is a methodology for organizing, cleaning, developing, and sustaining a productive work environment.
- ◆ The benefits of the 5-S implementation which are usually pointed out are :
 - Safety improvement
 - Quality Improvement and defects reduced
 - Productivity increased
 - Working condition improvement
 - Waste reduction in materials, space and time
 - Changeover time reduction
 - Inventory and storage costs reduction
 - Equipment downtime reduction.
- ◆ This method follows the “PDCA”: Plan, Do, check and Act.

2. 5-S Method (Some rules)

- ◆ There are five steps in the 5-S implementation. It concerns all the plant organization (Quality, Safety, Production, and Maintenance).
- ◆ This method even is based on a common sense, is not so easy to introduce as it should change the way of thinking of all the staff.
- ◆ There is no 5-S certification. It is really a daily job of everybody.

- ◆ Regular and simple audits are necessary tools for the follow up of this method. A 5-S coordinator should be designed and well trained.

- ◆ Step1: Seiri

The first step focuses on the elimination of unnecessary items from the workplace.

A usual visual method could be used to identify these unneeded items. You put a red tag on the unneeded items.

Then you put all the red tag items on a holding area,

Occasionally used items are moved to an organized storage location outside of the work area. The unneeded items should be discarded.

- ◆ Step 2 : Seiton

A resume of this step is: "A place for everything and everything in it's".

The strategies for this step are usually "painting floor, Outlining work location, Tool shadow Board, Organized supply cabinets for needed items, etc..."

Goods Question is: What do I need to do my job?

Where should I locate this item?

- ◆ Step 3 : Seiso

Once you have eliminated the unneeded items and identified and located the necessary items, the next step is to clean the work area.

A classical way is to divide the plant in some different areas with a team responsible for each area.

- ◆ Step 4: Seiketsu

It is the step of the standardization. We has to establish the "5S" as a standard. The cleanness should become the rule for everybody.

It is necessary to obtain at this step the involvement of all the staff.

- ◆ Step 5: Shitsuke

This most difficult step, as the "5S" should become the new standard. This way of working should be integrated in the management. It is necessary to implement "regular audit", some indicators of the "5S".

The 5-S is a foundation tool which can be followed by the implementation of the T.P.M (total productive Maintenance) and/or of the S.M.E.D (Single Minute Exchange of Die) which is a method of systematic seeking for setup time reduction.

Examples:



Painted floor



Shadow boards



Drum station with the maximum number