


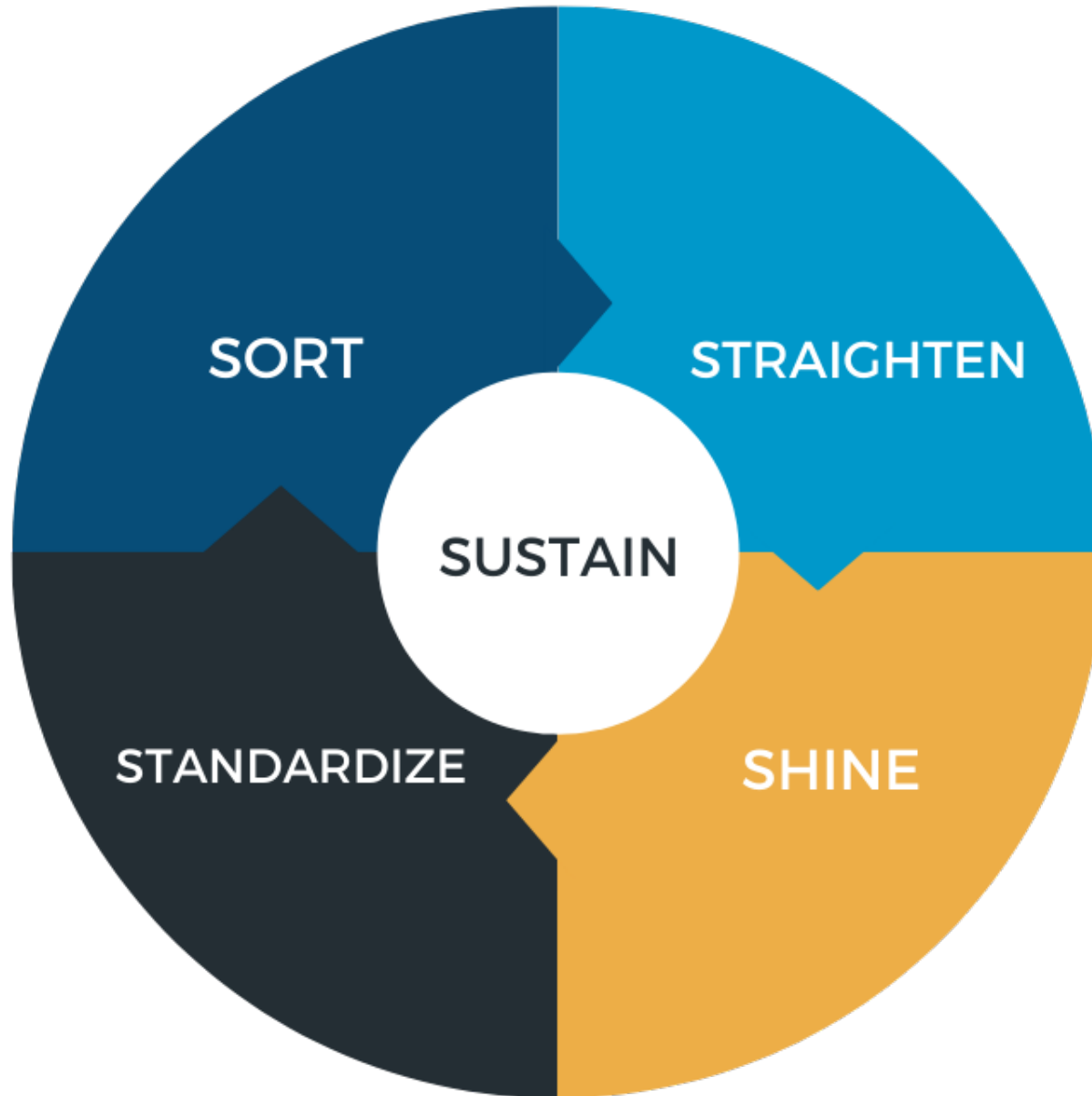


# 5S

Continuous Improvement  
should not be just an event.

Brought to you by:  **PATRICK  
ADAMS  
CONSULTING**

**LEAN  
SOLUTIONS**






# WHY 5S?

Workplace Organization and Visual Management  
Fundamental to Your Facility

- SAFER!
- Problems Become Visible
- Promotes culture

Result: Improved Safety, Quality and Cost

# DOES THE MACHINE HAVE AN OIL LEAK?

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SOLUTIONS

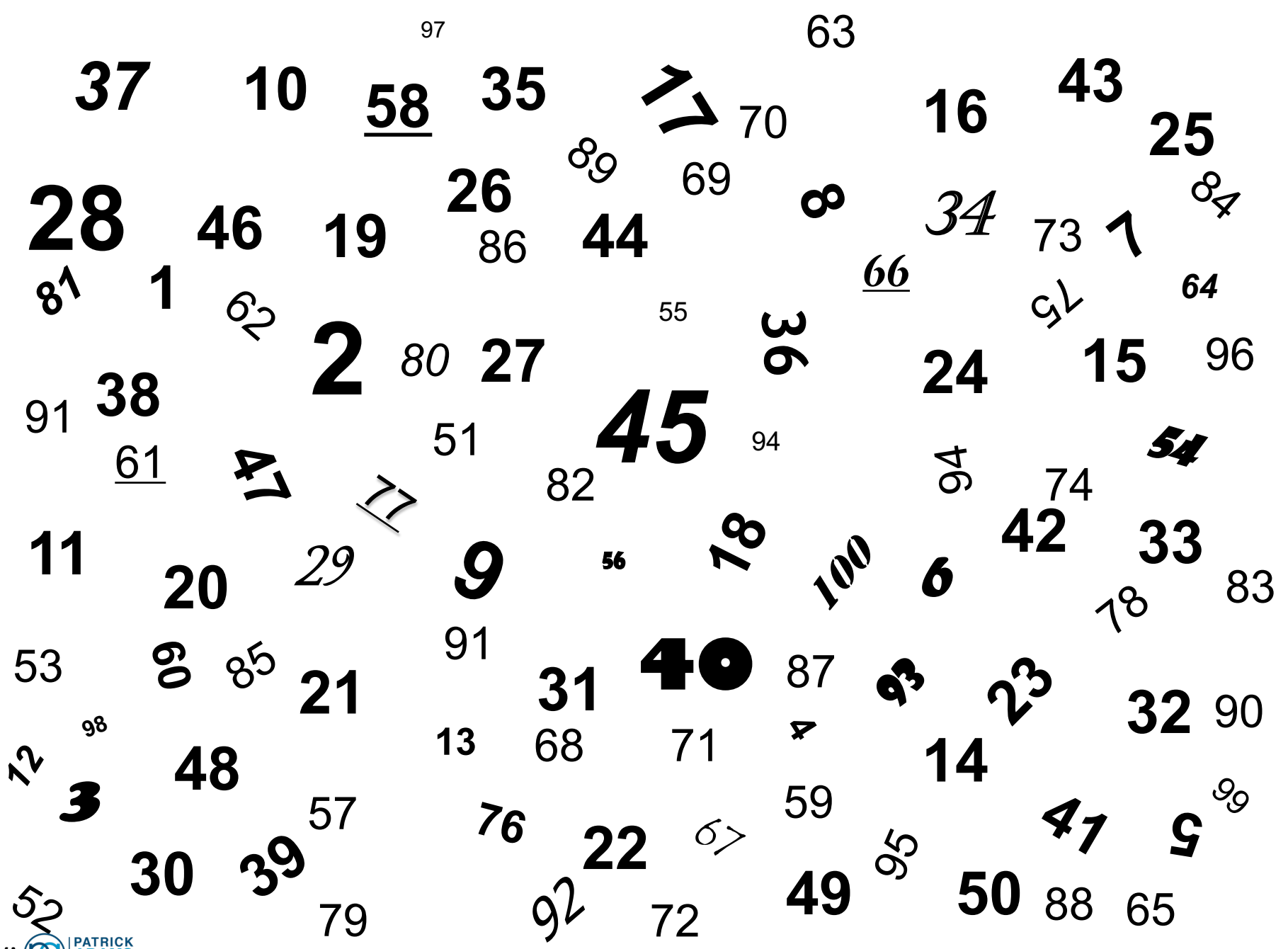
# FIND A SCREWDRIVER





# EXERCISE #1





# SORT

- Critically examine everything
- Red Tag Process
  - Always use-Have a place for it
  - Sometimes use-Tag and Date
  - Never use-Red tag area
- Need a 6mm Hex? Keep only the 6mm Hex, not a whole set
- Members know best what is needed
- Everything in the area should have a purpose



Date _____ Tagged By _____	<b>5S RED TAG</b>
Item Description _____	
Department _____	<b>ACTION TO TAKE:</b>
<b>ITEM TYPE:</b>	<input type="checkbox"/> Trash
<input type="checkbox"/> Raw Materials	<input type="checkbox"/> Hold
<input type="checkbox"/> Finished Goods	<input type="checkbox"/> Move to _____
<input type="checkbox"/> WIP	<input type="checkbox"/> Corralled
<input type="checkbox"/> Machine Parts	<input type="checkbox"/> Other _____
Other _____	
<b>REASON TAGGED:</b>	Date _____ Managers Initials _____
<input type="checkbox"/> No Longer Used	<input type="checkbox"/> Unknown Owner
<input type="checkbox"/> Doesn't Work	<input type="checkbox"/> Other _____
Other _____	Tag No _____
	www.the5Sstore.com 5S/5SP





# EXERCISE #2



37 10 35 ↗ 16 43  
28 46 19 26 44 ∞ 34 25  
1 2 27 36 24 15  
38 ↘ 45 18 6 42 33  
11 20 29 9 31 4 23 32  
12 21 13 4 14 47 5  
3 48 39 22 49 50  
30



# SET IN ORDER

- For what's left, where does it go?
- Be mindful of frequency of use and how much is used
- Be Visual
- Arrange so things are easy to find and readily retrieved.
- "A place for everything and everything in it's place."



# SHINE

- Clean the area (tools, equipment, lighting, etc.)
- Re-painting may be required
- Implement regular housekeeping so that any dirt or grease is immediately obvious.
- Always use your 5S Color Standards

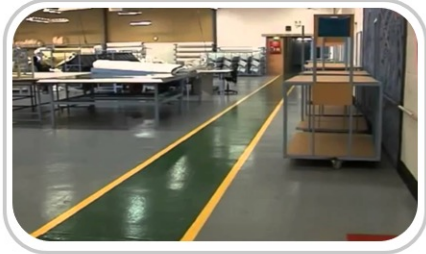


# EXERCISE #3



1	37	10	28	46	19	26	44	8	34	7	16	25
	38	2	47			27		36	24	15		
11	20	29				9		18	6	42	33	
3	12	39	48			13	31	4	14	23	32	
	30	21					22	40		41	5	
								49	50			

## What "GOOD" Looks Like...



Standard Work



Area Owner



End-of-Shift Check

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <sup>st</sup> Shift							
2 <sup>nd</sup> Shift							
3 <sup>rd</sup> Shift							
Weekend Shift							

# STANDARDIZE

- o Implement Work Center 5S Board
- o Take a picture of the area
- o Assign an area owner
- o Develop standard work for regular housekeeping
- o Implement Daily End of Shift Checks

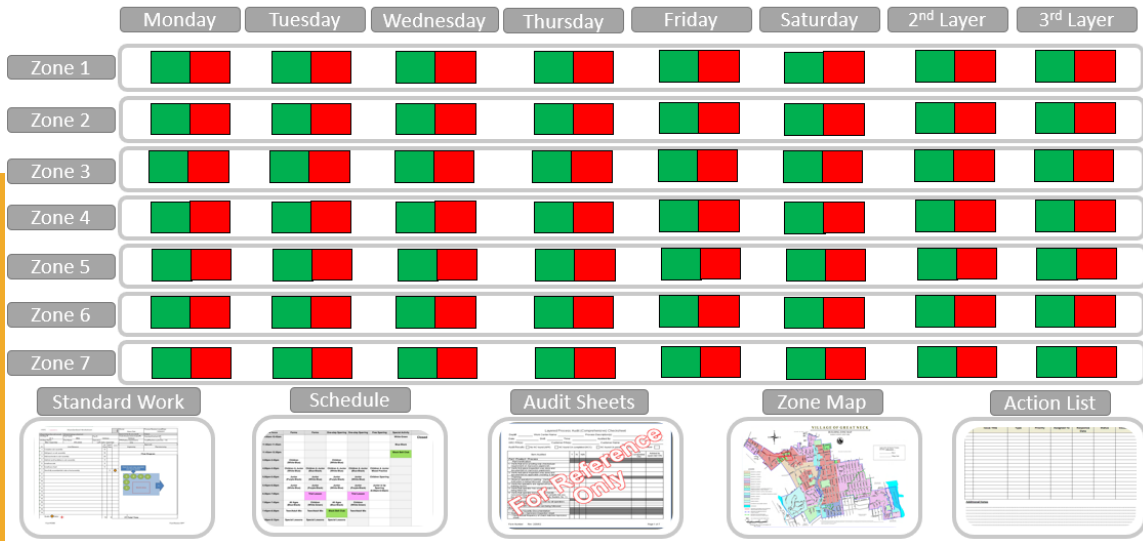


# EXERCISE #4





<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>40</b>
<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>	<b>50</b>



# SUSTAIN

- o Implement Layered Process Audit in order to sustain improvements




# SUSTAIN

## LAYER 1 AUDIT

- o Layer 1 audits are completed daily by team leaders based on a posted schedule
- o Area owner is responsible for any red items on Layer 1.
- o Layer 1 checks that the area matches the picture and the work center 5S board is being completed

What "GOOD" Looks Like...




The Area Does Look Like This.

Date Audit Completed:

Spreading & Cutting Area

Layer 1

What "GOOD" Looks Like...



The Area Does NOT Look Like This Because...

Owner Initial When Addressed:

Date Audit Completed:

Spreading & Cutting Area

Layer 1

# SUSTAIN

## LAYER 2 AUDIT

- Layer 2 audits completed by the area Supervisor one time per week.
- The Layer 2 audits are specifically auditing audit completion to schedule.
- The area Supervisor is responsible for any red items in Layer 2.

### What “GOOD” Looks Like...

- ✓ *The Layer 1 Audits are Being Completed to the Schedule*
- ✓ *For any 'RED', action was taken per std work*
- ✓ *There are not any consecutive 'RED' days*

*The Area Does Look Like This.*

Date Audit Completed:

Layer 2

### What “GOOD” Looks Like...

- ✓ *The Layer 1 Audits are NOT Being Completed to the Schedule*
- ✓ *For any 'RED', action was NOT taken per std work*
- ✓ *There are consecutive 'RED' days*

*The Area Does NOT Look Like This Because...*

Owner Initial When Addressed:

Date Audit Completed:

Layer 2

# SUSTAIN LAYER 3 AUDIT

Layer 3 audits are completed by the Operations Manager or Plant Manager once per month.

What "Good" Looks Like...	The Area Does NOT Look Like This Because...
Y N No items present in area without designated location	<div style="border: 1px solid black; padding: 5px; min-height: 150px;">1 Action Item To Address:</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Owner Initial/When Addressed:</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Date Audit Completed:</div>
Y N Aisleways are clear and clean without obstruction	
Y N All part racks and containers labeled with proper ID	
Y N All surfaces free of dirt and dust, "Hospital Clean" standard	
Y N Records of required 5S activities are dated, initialed & current	
Y N Team has documented action items on team W31 to improve workplace organization, reduce / eliminate sources of clutter / debris	
Y N Layer 2 audits are being completed to schedule	



**QUESTIONS?**



# CONTACT PATRICK ADAMS



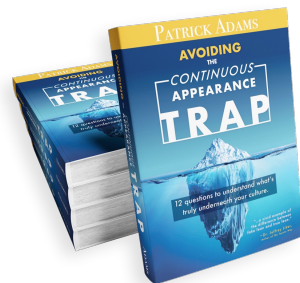
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## LEAN SOLUTIONS



ACADEMY



COMMUNITY



PODCAST



MASTERMIND

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