



CONTINUING EDUCATION

5S

CEQAL 576

5S is a series of activities designed to improve workplace organization and standardization. These activities, all of which begin with the letter S, include:

- Sort through all items and remove unneeded items.
- Set in order remaining items, set limits, create temporary location indicators
- Shine or clean everything and use cleaning as inspection
- Standardize the first 3 S's by implementing visual displays and controls
- Sustain the gains through self-discipline, training, communication and total employee involvement

Who Should Attend: All employees or teams responsible for the condition of the workplace.

Prerequisite: none

CEU's Credits: 8 Hours – 1 day course

Course Description: This workshop offers you an opportunity to experience first hand how the 5S System reduces waste in the mounting plate assembly area of a simulated production facility. Participants learn the concepts of the 5S System and then apply them to transform a cluttered, disorganized production area into a clean, organized, and orderly workplace.

Benefits:

- Improve quality
- Achieve work standardization
- Decrease changeover time
- Improve safety
- Reduce storage costs
- Reduce cycle time
- Reduce machine down time

- Boost employee moral as well as work environment.

Course Content:

What is the 5S System?

- The 5S System
- Lean Building Blocks
- Reduced Cycle Time
- Defining Lean
- Examples of cluttered and unorganized work areas
- A Fundamental Strength: the 5S Vision
- Examples of organized work areas

Exercise: Identify Your Current State Production Round 1 Simulation

- Round 1 Debrief

Getting Started: Workplace Scan

- Form an implementation team
- Identify the Project
- Gather Information
- Create a Display
- Exercise: Perform a Workplace Scan

Introduction to Sort Procedure

- Sort Procedure
- Red Tag Examples
- Exercise: Sort

Introduction to Set in Order and Set Limits

- Set in Order Video
- Set in Order Procedure
- Examples
- Exercise: Set in Order

Introduction to Shine

- Definition of Shine
- Shine Procedure
- Exercise: Shine

Production Round Two Simulation

- Simulation
- Debrief (#shipped,# defects, average cycle time)

Introduction to Standardize

- Definition of Standardize
- Maintaining the First Three S's
- Guidelines of Standardization
- OSHA Safety Color Codes
- Procedure for Standardization
- Examples of Standardization
- Exercise: Standardize

Production Round Three Simulation

- Simulation
- Debrief (# shipped, # defects, average cycle time)

Introduction to Sustain

- Definition of Sustain
- 5 Necessary Conditions
- Examples of Sustain
- Use of Rewards and Recognition
- Exercise: Sustain

Wrap Up

- Examples of Implementation
- Keys to Success
- Benefits of 5s System
- Total Employee Involvement