

Office 5S

“S” by “S” Implementation guide

Site clear = Clearing Up

Straighten Up = Organizing

Scrub = Cleaning

See through = Standardizing / visual control

Stick to it = Training and discipline

First S: Clearing Up (site clear)

...means removing from the workplace all items that are not needed for current activities. **RIGHT ITEMS...!**

Sometimes, it is difficult to distinguish between what is needed and what is not....

Examples of waste:

- Unneeded inventory creates extra inventory related costs, such as storage space and management.
- The larger the amount, the harder it is to sort out needed inventory from unneeded inventory
- Large quantities of stocked items become obsolete due to design changes, limited shelf life and so on.



First S: Clearing Up (site clear)

Activities description:

1.- Look at EVERY item located in the area and check:

Is it necessary...?

if not, *throw it out...!*

2.- When in doubt, red tag the items in question and put them in a common area;

After a period of time (2 weeks), evaluate whether it should be

- disposed of
- relocated
- left exactly where they are

3.- Document results.

Second S: Organizing (strighten up)

...means arranging needed items so that they are easy to use and labeling them so that they are easy to find and put.

RIGHT PLACE...!

- Organizing should always be implemented with Clearing Up.
- Once everything is cleared up, only what is necessary remains.
- Next it should be made clear where these items belong so that anyone can immediately understand where to find them and where to return them



Second S: Organizing (strighten up)

Activities description:

1.- Map the area

2.- Decide appropriate locations for remaining items. Consider:

- frequency of use
- store according to function of product
- eliminate variety
- minimize motion
- improve retrieval of parts
- improve layout of parts

3.- Identify locations, so everybody will know what goes where, and how many of each item belong to that location.

- location indicators, which show where items go.
- Item indicator, which show what specific items go in those places.
- Amount indicator, which show how many of those items belong there.

4.- Up date map and post it in the area.

Third S: Cleaning (scrub)

...means sweeping, wiping off, and generally making sure that everything in the area stays clean.

.... Cleanliness means **inspection**.

Cleanliness also includes saving labor by finding ways to prevent dirt, dust and debris from piling up in the areas.

All equipment abnormalities or slight defect should be fixed or improved..!



Third S: Cleaning (scrub)

Activities description:

- 1.- Evaluate whether area cleanliness is satisfactory. If not,
 - identify who is responsible
 - describe to the responsible what's wrong
 - make sure the responsible fix the problem

- 2.- Inspect all devices located at the area, like copiers, TV,VCR, stapler, etc. and look for defects
Make sure everything works as designed.
If a device is not working, correct the problem..!

- 3.- For critical or complex to use devices operation , develop a **User Guide**

Forth S: Standardizing (see through)

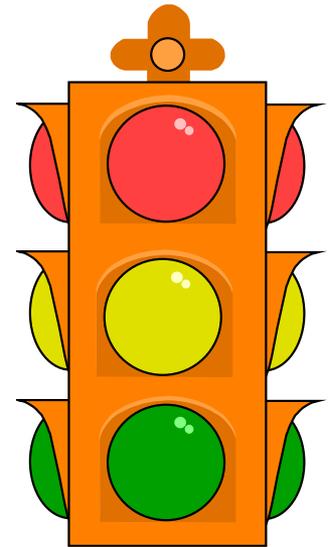
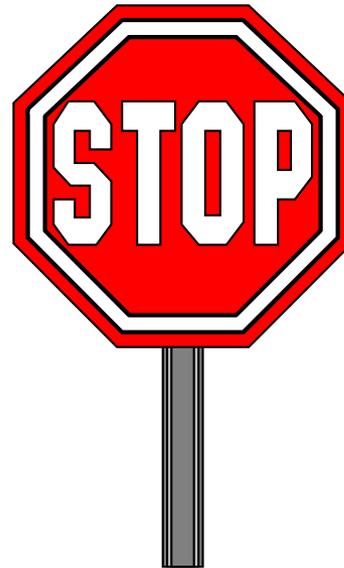
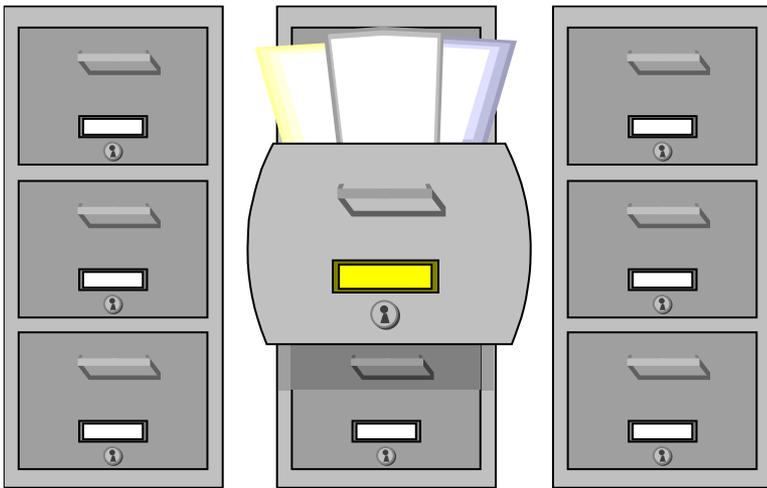
the first 3 S's can be thought of as activities, as something we do... In contrast, Standardizing is not an activity, it is the state that exists when the first three S's are being maintained....

RIGHT ITEM...!

RIGHT PLACE ...!

RIGHT QUANTITIES...!

VISUAL CONTROL...!



Forth S: Standardizing (see through)

Activities description:

1.- Decide who is responsible for which activities with regards to maintaining the first 3 S's conditions.

Everyone must know exactly what they are responsible for doing and exactly when, where, and how to do it.

Generate and follow inspection standards...!

2.- To prevent backsliding, integrate the first 3S maintenance activities into regular work activities.

- Using visual controls properly, instant visibility can act as a trigger for taking immediate actions to maintain the first 3S conditions.
- Analyze problems at their root causes.
- Fix root cause to avoid recurrence.

3.- Check on how well the first 3S conditions are being maintained

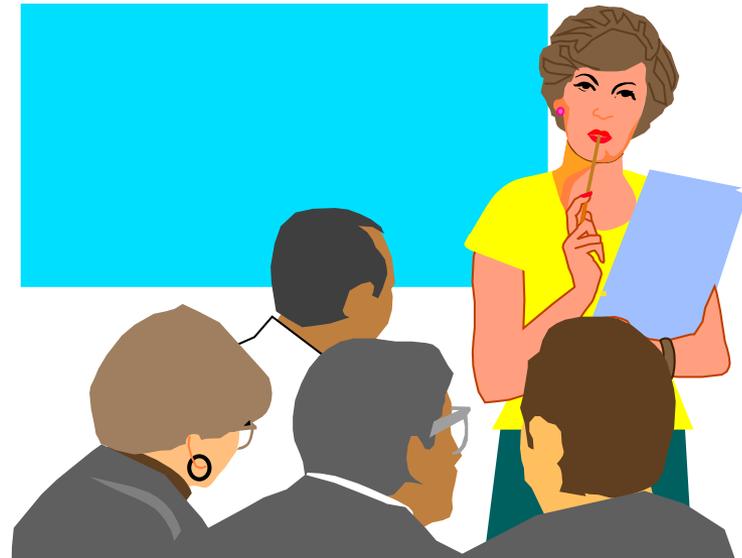
- develop a common areas checklist
- develop a calendar to make weekly evaluations of 5S conditions

Fifth S: Training and discipline (stick ot it)

...means making a habit of properly maintaining correct procedures.

Even if the company occasionally organizes 5S activities campaigns and contests, without DISCIPLINE the 5S activities will not last long...

This is the most difficult one.... and takes time



Fifth S: Training and discipline (stick ot it)

Activities description:

- 1.- Make sure that anyone at the department:**
 - understand the standards developed**
 - understand the benefits**
 - understand particular roles in maintaining the standards**

- 2.- Talk the walk..... lead putting the example**

- 3.- Develop an on-boarding process(new people coming to the floor)**

- 4.- Develop a turn-over process**