

# Learning Enrichment Activity

## 5S Visual Management System

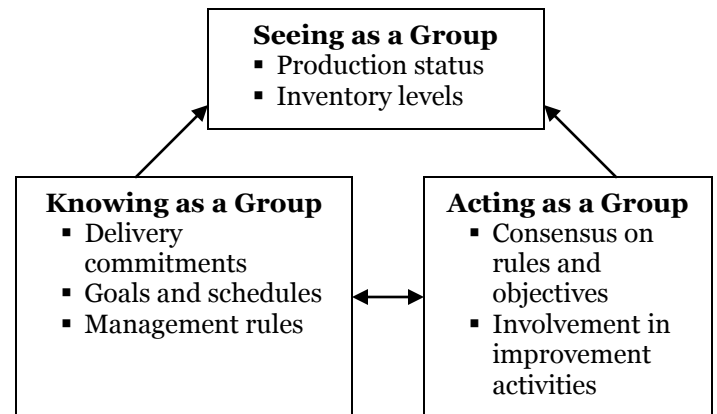
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### What is the 5S System?

The 5S visual management system is designed to create a visual workplace – a work environment that is self-explaining, self-ordering, self-improving. A good 5S condition is a clean, well-ordered workplace that is the foundation of improvement.

### Principles of the 5S System:

- *Sort (S1)* – sort out what you don't need (when in doubt, throw it out). Use the “Red Tagging” tool to identify unneeded items during the sort phase of 5S. Listed on the red tagged items:
  - Item classification
  - Item ID and quantity
  - Reason for red tagging
  - Work section
  - Date
- Take the red tag items to a removal location. Anyone can plead the case for the item to stay. The team makes the final decision.
- *Set in order (S2)* – organize what's left so as to minimize wasted motion (a place for everything, and everything in its place). Keep in mind how to place machines, storage shelves, equipment, etc. to reduce the waste of motion.
- *Shine (and Inspect) (S3)* – Nothing raises a team's spirit like a clean, well-ordered workplace. This involves:
  - What to clean
  - How to clean
  - Who will do the cleaning
  - How clean is clean
  - Develop checklists of what should be cleaned
  - Cleaning responsibilities and schedules should be prominently posted
  - 5S stations should be set up and stocked with cleaning supplies
- *Standardize (S4)* – maintain the good condition by applying standards for S1 to S3.
  - Remember that the best standards are clear, simple and visual.
  - Effective standards make the out-of-standard condition obvious.
  - Example: an office equipment board tells us
    - What equipment should be there
    - What equipment currently are there
    - Who has taken equipment and when they will return it.
- *Sustain (S5)* – ensure that 5S develops deep roots through involvement. 5S must belong to each team member through:
  - Promotion and Communication (report boards, contests, 5S core group)
  - Training



### The Visual Management Triangle

### Benefits of 5 Ss:

- Problem identification: spot abnormal conditions quickly
- Standardization: one way, one place, one level of cleanliness
- Waste elimination: reduce walking, waiting, searching, etc.
- Morale: less clutter, darkness and frustration

### Examples:

- Use wall charts instead of computers for group communications. Wall charts or schedules involve the team and compel action. Computers lack public interface.
- The Detroit Zoo uses elephant paw prints to visually direct visitors to various animal attractions.

### 5S Game:

This is a powerful way of demonstrating the benefits of organized workplaces.

- Break into teams.
- Each team is to build the same house from two different boxes of parts.
- The first box has unclear instructions and a disorganized set of parts (to which the 5S methodology can be applied).
- The second box has clear instruction and an organized set of parts.
- Build two houses with legos, one from each box.
- What have we discovered?