

5-S

It is a Housekeeping System Developed by the Japanese. It helps in Creating a better working condition. It also improves the quality process. In order to achieve high levels of quality, safety, and productivity, workers must have a conducive working.

5-S consists of

SEIRI – Organisation/Sort out

SEITON – Orderliness/Systemize

SEISO – The Cleaning/Shining

SEIKETSU – STANDARDIZE

SHITSUKE - Sustain/Discipline

SEIRI (ORGANISING)

- Decide what you need.
- Remove unnecessary clutter.
- All tools, gauges, materials, classified and then stored.
- Remove items which are broken, unusable or only occasionally used.

SEITON (ORDERLINESS)

- Once you have eliminated all the unneeded items, Now turn to the left over items and arrange them in order.
- Organize layout of tools and equipment
- Designated locations
- Use tapes and labels
- Ensure everything is available as it is needed and at the “point of use”
- Positions of aisles and storage places clearly marked.
- Tools classified and stored by frequency of use.
- Pallets stacked correctly.
- Safety equipment should be easily accessible.
- Floors should be in good condition.

SEISO (CLEANINESS/SHINE)

- Create a spotless workplace
- Identify and eliminate causes of dirt and grime – remove the need to clean
- Sweep, dust, polish and paint
- Divide areas into zones
- Define responsibilities for cleaning
- Tools and equipment must be owned by an individual
- Focus on removing the need to clean

SEIKETSU (STANDARDISATION)

- Generate a maintenance system for the first three
- Develop procedures, schedules, practices
- Continue to assess the use and disposal of items
- Regularly audit using checklists and measures of housekeeping
- Real challenge is to keep it clean

SHITSUKE (SUSTAIN / DISCIPLINE)

- Means inoculate courtesy & good habits
- Driving force behind all 5S
- Make it a way of life
- Part of health and safety
- Involve the whole workforce
- Develop and keep good habits

Advantages of 5-S:

- Items are easy to locate.
- This leads to higher workstation efficiency, a fundamental goal in mass production.
- A clean and tidy workplace leads to greater well being and increased motivation
- Company image improves
- Health and Safety is ensured
- Well maintained machines
- Produces good Quality

- Productivity increases.
- Lean Manufacturing
- Smooth working, no obstruction
- Time saving
- Quick retrieval
- Accidents & mistakes minimized
- Increases space
- Creates workplace ownership

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