5S

5S Activity

5S is an activity that you will do with many improvement opportunities. 5S is a very powerful tool. It is not a "spring cleaning exercise" because we aim at fundamentally changing the process. The S's are Sort, Set in order, Shine, Standardize, and Sustain.

Sort	• Sort through all the tems and decide with each item if you are going to Keep it, Get rid of it or put it in the Red Tag Area
Set in Order	• Place the items used most often in the easiest to reach locations. Label shelves, use bins to store supplies, etc.
Shine	• The Shine stage is when you would clean up the area, sweep, dust, maybe paint if necessary so that it looks clean. It's improtant to create pride in the work area.
Standardize	• Once the Set in Order stage has had time to be tested, standardize your changes. For example, use the same lanelling format, color code, and use consistent signage to name a few.
Sustain	• Sustaining the gains is the most improtant and difficult activity to do. If the Lean principles of standard work, visual management, and flow are used then your new system will have self monitoring attributes. All you need to do is add a 5 minute 5S audit.

Red Tag Area

The Red Tag area is where you place items that you are unsure of. If you discover you do need that item back you know where to get it. If after a predetermined amount of time you realize it is not needed, then it can be discarded.

Environmentally Responsible

When discarding items we should try to be environmentally responsible, this means instead of just throwing everything into the garbage it could be donate or recycled. Ex. Local animal rescues will often take expired medical supplies.

5 minute 5S

This is a simple audit that can be done weekly to ensure you sustain the gains. It is a simple audit asking if the area is up to the new standard. If it is not then the auditor would straighten things up. By using this simple rotational audit the team will start to take ownership of the process. See 5 Minute 5S one-pager.