5S Implementation Technique
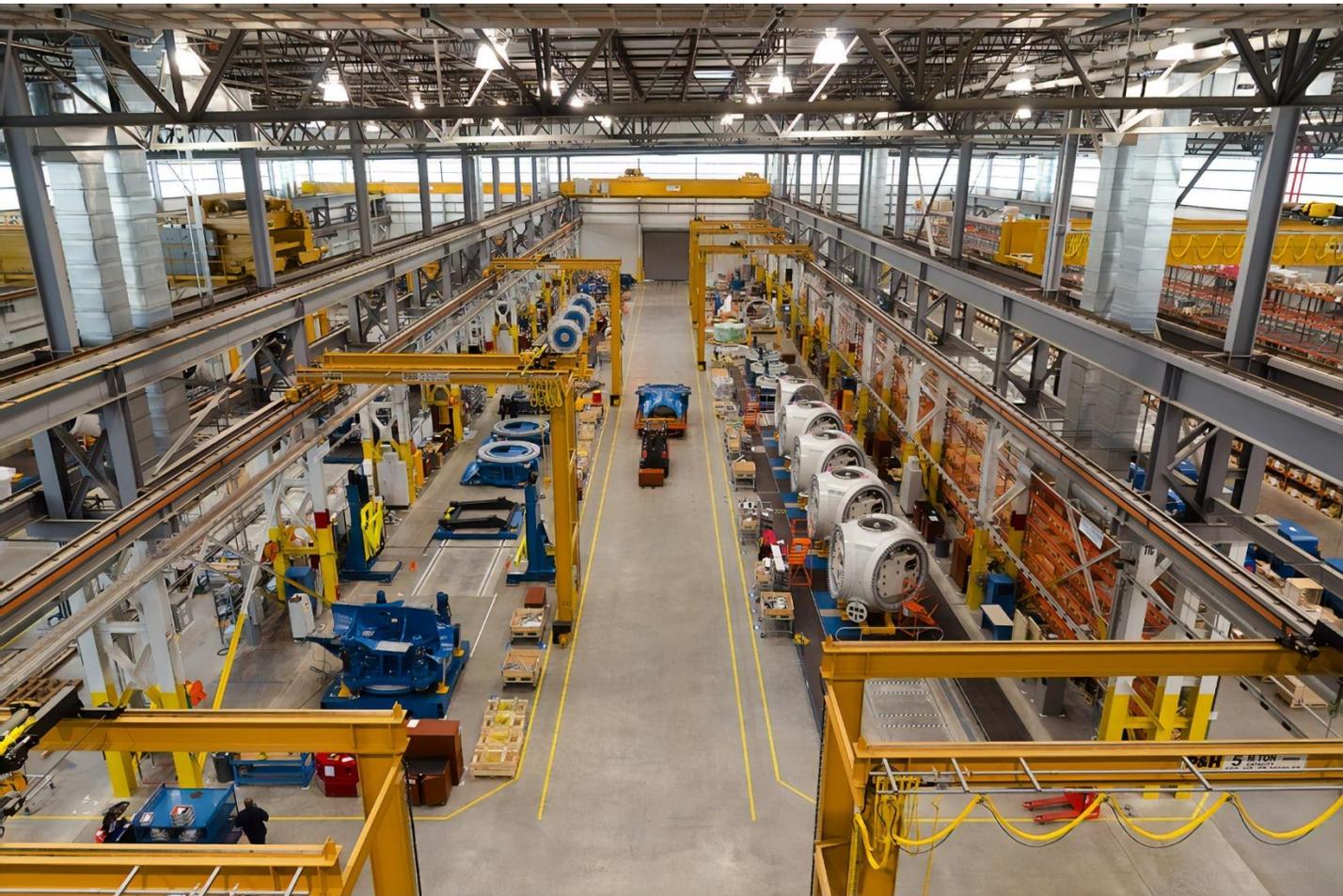
What is 5S Implementation?

5S is one of the first techniques that can be utilized to develop a culture of continuous improvement in a company. A 5S implementation assists in defining the basic guidelines for waste elimination and maintaining an efficient, safe, and clean work environment.

Everyone can use the 5S methodology right away. It may be deployed globally in all types of businesses, from manufacturing facilities to offices, from tiny firms to giant multinational corporations — and in both the private and governmental sectors. Its ease of use, practicality, and visual appeal make it an appealing tool for operators, directors, and customers alike.

Perhaps the 5S methodology is underappreciated when compared to other Lean Construction methods. However, it contributes to the reduction and elimination of the eight wastes (overproduction, inventory, transportation, motion, waiting, defects, over-processing, and non-utilized creativity); it increases people's involvement, teamwork, morale, health and safety; it reduces costs, variability, and uncertainty; and it assists in laying the groundwork for the implementation of Lean Construction in any company or project.

What is 1st S: Sorting?

The very first step of the 5S implementation is "Seiri" which translates to sorting. The goal of the sorting step is to sort the materials available in the organization. This activity is conducted by the individual 5S leader, who prepares the list of the materials available at his/her zone. This list is prepared in the excel capturing the other details such as the quantity, usage frequency, shelf life, storage conditions needed etc. There are few questions which needs to be asked in order to understand the need of the materials in the workplace.

- Whether the item in needed at the workplace?
- If needed, is it needed at the workplace in this quantity?
- If needed, is it required that frequently?

What is 2nd S:Set in Order?

- After the sorting of the unwanted materials, the next steps that falls in line is of set the sorted materials in order. The Set In Order activity is done is such a way that the required materials are easily visible and can be easily found by anyone. The concept of the Set in order can be summarized as "A place for everything & everything in its place for ease of operation". The most frequently used items are stored near the workplace whereas less frequently used can be kept far from the workplace area. This eliminates the searching waste & motion waste due to easily access & availability of the required item within the range of the workplace.

What is 3rd S:Shine?

- The Shine activity is in which it is stressed upon to keep everything clean & swept. The Cleaning activity done on daily basis helps to identify the potential problems in the workplace, so that a prompt corrective actions can be taken on it. By carrying shine activity, it is ensured that the regular maintenance is also done of the machines & equipment's which helps to prevent major breakdowns. Therefore, facilitating less wastage of time & profit due to machine stoppage.

What is 4th S:Standardize?

- This Standardization activity of the 5S engages the workforce to ensure systematic performing of the previous 3S activities by building a strong set of the procedures. This activity can only be performed which the first 3S are very well maintained. Standardize helps to systemize that happened during first 3S & turns this effort into a regular practice. Standardization doesn't only limits to preparing the procedures & checklist it also focuses on the arrangement of the machines & equipment's in order to create a uniform workplace by having a standard operating system thereby making it easy to adapt & minimizing the loss of time.

What is 5th S:Sustain?

- Once the 5S system is implemented, the major task is to make this one-time effort into a regular habit, this is ensured by the sustain activity. The Sustain activity ensure the continuous implementation & improvement of the 5S activity. Sustain activity focuses on creating awareness among the existing workforce as well as new-comers. This is done by conducting regular trainings & having a visual management system demonstrating the Standard Operating Procedures, Do's & Don'ts, etc. Therefore, creating an awareness & facilitating the sustenance of the 5S system.

What is 5S Audit?

- Following the implementation of 5S, periodic 5S audits at the facility are required to monitor its efficacy. Internal and external auditors undertake 5S audits, and a report is created. The scope for improvement is relayed to the Zone 5S leader for additional corrective actions.

What is Corrective Actions?

- The zone leader reviews the 5S audit report for each zone. The potential for improvement is investigated, and corrective steps are taken. It is vital to choose corrective activities that are long-term rather than short-term.

Who all are eligible for 5S Implementation?

- The 5S is applicable to all organizations irrespective of their size & operations.

How will 5S Implementation Benefits your Organization?

- Improved Efficiency of the organizations.
- Reduction in Delays.
- High Quality.
- Improved Productivity.
- Enhanced Safety.
- Morale boost of employee.
- Organizations image building.
- Improved machine uptime.
- Identification of abnormalities.
- More space created.
- Clean & Pleasant environment.
- Elimination of wastes.

What is Red Tag?

The Red Tag is the tag attached to the materials which is too kept in the Red Tag Area. The Red Tag consist of the information which mentions the details related to the material identified and by whom it is identified & the duration to hold the material in the Red Tag Area.

What is Red Tag Area?

The Red Tag area or Zone is the defined location within the organization premises where the red tag materials are kept for defined time before removing the red tag item out of the organization. The red tag area can be of two types:

- Local Red Tag Area: Each department/ Zones/ Areas can have individual Red Tag Area to avoid mix up of the items with other areas.
- Central Red Tag Area: One Red Tag area for the entire organization.

How PQSmitra will help you with Hassle - free 5S Implementation process?

- Initial visit & project kick off meeting.
- 5S team formation.
- Initial visit of the plant.
- Distribution of plant in different zones.
- 1S – Sorting.
- 2S – Set in order.
- 3S – Shine.
- 4S – Standardize.
- 5S – Sustain.
- 5S Audit with scope of improvements.
- Corrective actions on scope of improvements.
- Review of the corrective actions.

PQSmitraService Features appreciated by clients

Simple &
Practical Approach

21 Years of
Service

2500+
Successful Projects

5,56,000+
Consulting Hours

PQSmitra
Simple & Practical

Corporate Office:
Office No. 7 & 8, Ashok Nagar 1 B, Vazira, Borivali (W), Mumbai – 400 092.
Maharashtra, INDIA

📞 +91 98202 04373 / 98200 33608   ✉ info@pqsmitra.com   🌐 www.pqsmitra.com

www.pqsmitra.com