



TOP Q MANAGEMENT SERVICES Ltd

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What are the 5S's

- S 1: Sort (Organization).** What is and is not needed? What is out of place?
S 2: Set (Orderliness). Find a place for everything and keep everything in its place.
S 3: Shine (Cleanliness). Clean and look for ways to keep it clean.
S 4: Standardize (Adherence). Assure consistent application across all work areas.
S 5: Sustain (Self-Discipline). Develop good habits and stick to the rules.

SORT

1. **Sort** through items in your area. Keep what is needed and eliminate what is not. Reduce the number of specific items to the number you actually need.
2. Find alternate storage for tools, parts, equipment, and supplies that are needed but not used daily.
3. Find appropriate locations for all items according to their usage, urgency, frequency, size, and weight.
4. Determine how you will prevent the further accumulation of unnecessary items.
5. **Red tagging** visually identifies what is not needed in the workplace. Red tags ask "Why am I here?"
6. Establish rules for what is needed and where it belongs.
7. Attach Red Tags to all unneeded items and out of place items. Write the specific reason for Red-Tagging, sign and date each tag.
8. Remove and store Red Tagged items in a temporary holding area. Decide how long to leave items in the holding area before removing them from the holding area.
9. Sort through and dispose of those items that are truly unnecessary. Prepare all other items for relocation. Ensure that all interested parties agree.
10. Determine ways to improve the workplace so that unnecessary items do not accumulate.
11. Continue to Red Tag regularly.

What a Mess!!





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SET

1. **SET**, the second S ensures that there is a place for everything and that everything is in its place.
2. Determine the best location for all necessary items.
3. Determine how many of each item will be stored in a given location and set limits on the space allocated.
4. Increase job efficiency by making it easy for anyone to find, use, and return items.
5. Develop location indicators.
6. Establish appropriate locations for all needed items using Location Maps with process flow arrows.
7. Prepare locations or containers for needed items. Limit space physically and visually to prevent accumulation. Use containers that only hold the standard number of items.
8. Make and post addresses for each item:
9. Correct location
10. Correct title (name/number)
11. Correct quantity (min/max indicators for standard inventory)
12. Location indicators should continually be evaluated and improved.

Neatly Organised and all tools accessible





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SHINE

The third S relates specifically to cleaning. It means:

- Eliminating dirt, dust, fluids, and other debris to make the work area clean.
- Finding ways to keep the workplace clean at all times.
- Adopting cleaning as a form of inspection. Cleaning (especially touching and handling equipment and tools) exposes abnormal and pre-failure conditions.
- Making cleaning part of everyday work for all employees. Cleaning builds pride in the workplace.



STANDARDISE

The goal of the fourth S is to achieve a state in which the first three Ss are thoroughly maintained, and consistently applied in all work areas.

- Check to make sure you are sharing information on all items so there is no searching and no errors, e.g. make visible information about locations, delivery, destination, quantities and schedules.
- Standardize how organizing and cleaning will be done and make standards visible so any abnormal condition can be easily and immediately recognized.
- Maintain and devise methods for maintaining adherence to this state and prevent deviations from standards.

SUSTAIN

When the fifth S is well implemented:

- Correct procedures have become a habit.
- Proper training of all workers has occurred.
- Buy-in from all workers and change in work habits have been achieved.
- The workplace is well-ordered and well run according to procedures everyone agrees to and follows.
- Other elements of implementing the fifth S include: asking why things are the way they are, and why problems exist; establishing increasingly effective visual controls, and implementing effective recognition and reward mechanisms.



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TWO-DAY 5S PROGRAMME

DAY ONE

- 5S Definitions
- 5S Purpose
- *Shop floor 5S Red Tagging Exercise
- *Red Tag Review and Action Plan
- *5S Maps
- 5S and Visual Factory
- 5S and other 'Lean' Tools

DAY TWO

- *5S Shop floor Action Plan
- *Red Tag lifting and disposition
- *Area definitions and mark out
- 5S Audit checklists
- 5S Maintenance Plan
- 5S Roll out plan

(* Items will need to be carried out on the shop floor. Suggest an initial application area is defined – should be large enough to make an impact, but small enough to manage over the two days).

The course includes a training manual detailing all the 5S aspects.

COSTS

For 12 delegates - £950+VAT, this includes a full set of course notes. The course must be run In House to deliver the biggest benefits.

Can't stop production in the week? No problem, this course can be run Saturday and Sunday with no 'double time' premium.

Expenses may be charged depending upon location.