

5S Organizing Notes

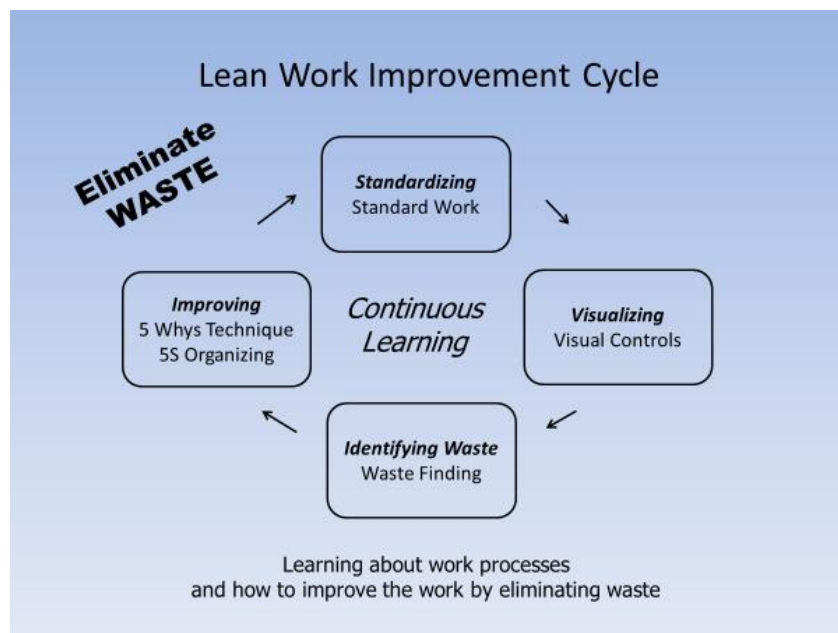
What is 5S Organizing?

5S Organizing is a Lean work improvement technique in which a physical area is cleaned up and organized using a particular sequence of activities.

5S Organizing can also be applied to a “virtual area” like a computer desktop.

How does 5S Organizing contribute to the Lean work improvement method?

5S Organizing is a very common way of improving processes that utilize the physical area being address (see Lean Work Improvement Method figure below)



Some specific benefits to be gained from the application of 5S Organizing include:

- 1) Do your work quicker: Less time to find things
- 2) Easier to do your work in that area
- 3) You know what you have and what you don't have
- 4) Frees up space for other uses – space is valuable!
- 5) Safer and more pleasant environment

How to apply 5S Organizing?

The 5S steps include:

1) Sort (separate)

Sort into “types: for example, keep, give-away, throw-away

Use “red-tagging” if you’re not sure about whether to keep or throw out an item

2) Straighten (organize)

An initial organization of the items in the area – “just do it”

3) Scrub (shine, clean)

Physically cleaning is important

4) Standardize or Systematize (optimize)

Think about a better organization – this will change with time

Use colored labels, floor markings, special shelving and containers, etc.

5) Sustain

Have an explicit way of keeping things in order – maybe a 5S audit on “5S day”