

# THE 5S, A METHOD OF ORGANIZING WORKSTATIONS

	Sort (SEIRI)	Set in order (SEITON)	Shine (SEISO)	Standardize (SEIKETSU)	Sustain (SHITSUKE)
PROCEDURE	<ul style="list-style-type: none"> <li>Sort all items in the workspace</li> <li>Keep what is necessary</li> <li>Eliminate what is unnecessary</li> <li>Reduce the number of articles to the minimum quantity needed</li> </ul>	<ul style="list-style-type: none"> <li>Analyze the workspace according to the previously established storage plan</li> <li>Target items to move from the area</li> <li>Decide where the items must go</li> <li>Make the new location for these items visually apparent</li> </ul>	<ul style="list-style-type: none"> <li>Check if everything is in its place</li> <li>Check if some items must be moved</li> <li>Clean and inspect after each shift</li> <li>Check if cleaning, repairs or replacements are needed</li> <li>Check if specific equipment needs repair</li> </ul>	<ul style="list-style-type: none"> <li>Brainstorm possible standardization conditions</li> <li>Explain the identified conditions</li> <li>Select, test and adopt specific conditions</li> <li>Maintain and monitor selected conditions</li> </ul>	<ul style="list-style-type: none"> <li>Respect existing regulations to keep the workspace carefully organized according to standards</li> <li>Ensure that all employees have received training related to the procedures</li> <li>Inform all employees and encourage their involvement (5S communication panels, training sessions, daily and weekly 5S activities, etc.)</li> </ul>
CHECKLIST	<ul style="list-style-type: none"> <li>Examine the workspace and use the list of tools and components as marking criteria</li> <li>Use a red tag to mark all non-essential items</li> <li>Gather all marked items</li> <li>Designate a holding area for all marked items and make sure it is highly visible</li> <li>Create and implement a storage plan to dispose of all unnecessary items</li> <li>Keep track of all items removed from the zone</li> <li>Maintain storage, using red marking, along with the implementation of the following steps</li> </ul>	<ul style="list-style-type: none"> <li>Establish the criteria for item location</li> <li>Establish and gather all necessary equipment</li> <li>Identify and relocate major equipment. Use the zone's map to find the most appropriate spot. Prepare a relocation plan and have it approved.</li> <li>Decide which small objects to move. Decide on the best location. Move and identify small items and set up location indicators.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently define all tasks</li> <li>Ensure all team members fully understand their responsibilities</li> <li>Establish appropriate cleaning methods</li> <li>Provide proper tools and supplies</li> <li>Carry out initial cleaning</li> <li>Replace wires, pipes, tubes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare standardization chart</li> <li>Identify standardization problems</li> <li>Define ideal conditions to sort, organize and clean</li> <li>Make all standards clear and visible</li> <li>Monitor and improve standards</li> <li>Continue sorting, organizing and cleaning to enhance standardization conditions</li> </ul>	<ul style="list-style-type: none"> <li>Establish a 5S sustainability plan</li> <li>Ensure management supports the sustainability plan</li> <li>Inform all employees of 5S standards and objectives</li> <li>Identify problems related to standards</li> <li>Create and maintain a 5S communication board, so all employees throughout the plant understand the 5S system</li> <li>Continue to improve upon standards and visual cues to increase the practice of good habits</li> <li>Maintain full employee involvement</li> </ul>