

5S Benefits

Purpose: Teach team members 5S principles based on the Toyota Way

- Learning Objectives:
 - The course is designed to develop and/or enhance the trainee's ability to work together as a team. Within the team environment the trainees experience different team roles which allows them to learn, develop, and utilize the following skills:
 - Facilitation Skills
 - Leadership Skills
 - Followership Skills
 - Communication Skills
 - Teamwork & Team building Skills
 - Problem Solving Skills (Plan-Do-Check-Act Mgt Cycle)
- All teams will report out after the implementation of each pillar.
 - This will allow trainees to learn from one another and creates an environment that supports Continuous Improvement and Respect for People (*The Toyota Way*)
 - Challenge
 - Kaizen
 - Genchi Genbutsu
 - Respect
 - Teamwork
- Trainer assess trainees through team discussion, 5S implementation, team reporting, and trainer observations
- Team Roles: 1) Group Leader, 2) Scribe, and 3) Spokesperson (*these roles rotate after each pillar*)

Sift (Seiri) – Separation & Organization (How many items needed)

- 1) Team Members learn the meaning and purpose of sift, and how to implement sift in their daily work area
- 2) Team Members learn the purpose Red Tagging items; and how to set up and utilize a Red Tag System
- 3) Team Members learn organizational skills and how to apply the Just-In-Time principle to 5S
 - a. Key Point – Organization, Separation, and Amount Needed
 - b. Visualize Amount Needed

Sort (Seiton) – Orderliness (Visualize Home Position)

- 1) Learn the meaning and purpose of sort, and how to implement sort in their daily work area so that all items/parts are Easy to See, Easy to Get, and Easy to Return
 - a. Key Point – Visualization (Visualize Home Position)
 - b. Sorting and Labeling creates a **Standard**
 - c. Establish Basic Rules to communicate standards related to where items belongs
 - d. Create a 5S Map
 - e. Key Point – Challenge them to use FIFO during the sorting process (*Make Kanban for Re-order*)
- 2) Usefulness of area (standards should be easy to follow) - Inform the team members before the sorting process starts that their items will be moved from their location and a team member from another team member will be timed to see how long it takes to put items in their proper location

Sweep and Wash (Seiso) – Cleanliness (5S List/Card/Schedule)

- 1) Learn the meaning and purpose of sweep and wash, and how to implement sweep in their daily work so that their area remains at a high state of Cleanliness
 - a. Key Point – Cleaning is inspection
 - b. Use your senses – Look, Listen, and Smell in a safe manner to detect abnormalities
 - c. Create a List/Card/Schedule, and perform 5 minute daily 5S

Spic & Span (Seiketsu) – Standardize (Standards)

- 1) Learn the meaning and purpose of spic & span, and how to implement spic & span in their daily work.
- 2) Standardize = Standards
 - a. Key Point – Create standards for visual control
 - b. Key Point – Create an environment where you notice abnormalities or can identify abnormalities

- 3) Learn how to maintain sift, sort, and sweep and wash daily. Utilize the knowledge and skills learned in this course to create a culture where abnormalities “jump into your eyes” at a glance.

Sustain (*Shitsuke*) – See Benefits, Understand the Importance and Kaizen

- 1) Official Report Out
- 2) Learn why 5S sustainment is important and why 5S auditing is essential for ongoing sustainment.