

## Maintenance 5S Scenario

## Trainee's Copy

Your skilled Cutlery Unlimited Manufacturing, Inc. maintenance group has established a new Tools & Parts team, responsible for having tools ready for a week's worth of pre-planned Maintenance work. You are the team members who have been assigned to this new team.

Before starting, please identify your Team Leader, Scribe, and Spokesperson for the first exercise. These positions will rotate with each subsequent exercise. Each team member will need to fulfill each role at least once, if possible.

### Roles:

- 1) Team Leader – Leads the team in the completion of this 5S Activity.
- 2) Scribe – Records pertinent information on the flip chart, as needed.
- 3) Spokesperson – Communicates the outcome of team activity to others. This position rotates after each 5S Pillar.

Each team will create a 5S System that complies with the 5 Pillars of 5S. This involves building the 5 Pillars (5S System) into your work supplies, material, equipment, and area.

### Supplies/Materials/Equipment:

- 1) Knives – 4 Colors: Clear **part number** (pn#) 1001, Blue pn# 2001, Black pn# 3001, and White pn# 4001
- 2) Forks – 4 Colors: Clear pn# 1002, Blue pn# 2002, and Black pn# 3002, and White pn# 4002
- 3) Spoons – 4 Colors: Clear pn# 1003, Blue pn# 2003, and Black pn# 3003, and White pn# 4003
- 4) Red Cups and Assorted Plates: These are special orders (Cutlery Unlimited ships 2 Cups and 2 Plates bi-weekly)
- 5) Copy Paper – Color: White
- 6) Markers – Black & Blue
- 7) Masking Tape
- 8) Red Tags
- 9) Tools/Parts Set, 1 Knife, Fork, and Spoon: Clear set pn# 1000, Blue set pn# 2000, Black set pn# 3000, and White set pn# 4000

The knives, forks, and spoons represent tools and parts to be used in Cutlery Unlimited Manufacturing's maintenance work. Your team will receive one bag of tools/parts. Your team's objective is to develop a 5S System that allows you to effectively store and distribute these tools/parts to your customers (other skilled team members) in a timely manner for their work. Your group must have each day's tools/parts ready, plus four more days of additional stock. The work procedure below will provide your team with information it needs to begin the activity.

Your job is to implement a 5S System that adds value to your workplace because Cutlery Unlimited is under severe cost pressure from your competitors, and every nickel of cost and minute of worked saved helps your company to survive in this tough market. Your finished work should reflect well on your team's work, professionalism, and teamwork to achieve the result.

Be creative, inspire workplace visualization, and ... have a little fun while you're at it!

*See the Work Procedure on the Reverse Side*

### Work Procedure:

*OBJECTIVE – Team Members should apply the knowledge they have learned from this course to this practical job site scenario. This scenario will allow you to transfer the learned 5S knowledge into applicable job site skill.*

- 1) Sift all Supplies
- 2) The sift standard for Day 1 of Planned Maintenance Work: 4 Clear Knives, 4 Clear Forks, 4 Clear Spoons
- 3) The sift standard for Day 2 Planned Maintenance Work: 2 Blue Spoons
- 4) The sift standard for Day 3 of Planned Maintenance Work: 2 Black Forks
- 5) The sift standard for Day 4 of Planned Maintenance Work: 2 Blue Knives, 2 Black Spoons, 2 Clear Forks, 2 White Forks
- 6) The sift standard for Day 5 of Planned Maintenance Work: 3 White Knives, 3 White Forks, 3 White Spoons

***Note: Our goal is to achieve a Customer First level of Customer Satisfaction!***