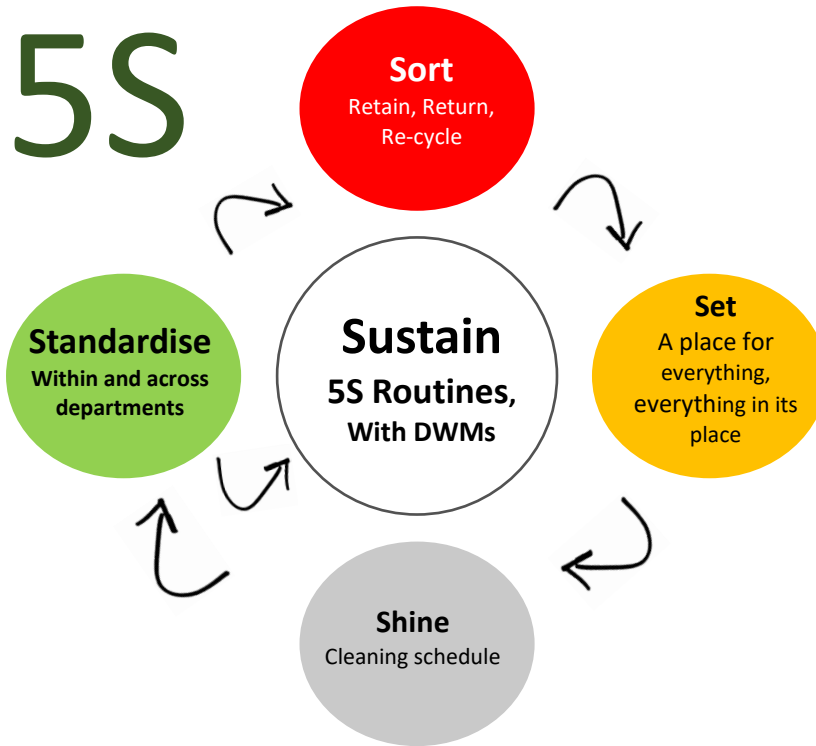




PAM 3 'Improvements'



5S is an approach to our work designed to encourage people to **take ownership of their own work environment** so that they can **perfect their standardised work**, their **workflows**, have **easy access to equipment needed**, and more easily **identify opportunities for improvement**.

5S is about having an organised workplace and has the following benefits: It is a safer place to work; productivity is better as the layout is more conducive to getting the job done efficiently; delivery of quality products to our customers is more assured; unnecessary activity is reduced; preventive maintenance is made easier; problems are more easily identified.

5S utilises **Visual Management** through the use of shadow or equipment boards. You would have heard the saying: 'A place for everything, and everything in its place'. However, 5S is more than being tidy...

5S is a way of thinking. It is a philosophy around shared expectations of how the workplace and work is organised. It is a workplace philosophy.



Sort, Set and Shine are about workplace organisation: the method. Standardise and Sustain are about establishing the new way of thinking: the philosophy.

Activity

Preparation. Consider the following:

Who is involved?

How and when will you brief the team?

What's the time-scale?

What will success be like?

Now make notes on:

Sort

Remove unnecessary items.

Remove parts, tools and equipment that are not in use.

Define a 'Red-Tag' area to place items marked for 'Sort'.

Set (In Order)

Make the workflow smooth and easy.

Arrange all necessary items so that they can be easily selected; use shadow boards.

Have a 'place for everything', and everything in its place.

Shine

Have the workplace cleaned on a daily basis.

Use cleaning as an 'inspect and report' opportunity.

Check parts, tools and equipment.

Standardise

Identify, Test, Standardise best practices.

Sustain

Establish and maintain daily, weekly, monthly 5S routines and carry out regular audits (by the team). **Make 5S the way of life.**