

MANUFACTURING BRAIN BOOSTER #1 – 5S



WHY BRAIN BOOSTERS

Whether it's to earn some brownie points at home or make your lives easier Brain Boosters cover some very useful and simple manufacturing improvement principles, which can be adapted to any walk of life.

5S

This first Brain Booster is all about 5s, but what is 5s?

5s originated in Japan from the automotive industry. It is made up of 5 key actions:

SORT

Keep only what is needed

Eliminate unnecessary items from the workplace

SET

A place for everything & everything in place

Arrange items so they are easy to use, find & put away

SHINE

Clean & Inspect

Keep the area neat, clean & to an as new standard

STANDARDISE

Maintain the standards

Create a consistent approach to tasks and procedures

SUSTAIN

Make 5S a way of life

Apply the pillars to every aspect of your work

INDUSTRY STANDARD

5s has become an industry standard in all aspects of manufacturing, but it can be applied in any walk of life. When performing 5s consider the following:

Sort - Dispose of what you don't need: Are you a hoarder? When did you last use it? Have you checked the expiry date? Get rid of things you don't need.

Set - Everything is in its place: Can't find what your looking for? Consider putting all electricals together, all stationery together.

Shine - Clean and inspect: Can you eat your dinner off it? Give it a good inspection as if you were going to buy it.

Standardise - Get everyone to adopt the standard and adhere to it: Is the process set in stone? Does everyone know what they are doing?

Sustain - Make it a habit: Don't take you eye off the ball and practice what you preach! Don't do it just once and forget about it.

WHY DO WE PERFORM 5S?

5s sits right at the heart of lean manufacturing and has a positive effect on everything we do:

Safety - 5s helps us spot safety hazards quicker, meaning everyone in the workplace is safer

Quality - 5s prevents wrong parts being fitted to a customers vehicle. It also stops the wrong tools or faulty equipment being used incorrectly

Delivery - By preventing quality issues, this also has positive impacts on OPR, as we are able to build more efficiently

Cost - Keeping small parts stored correctly such as bolts means they are less likely to be dropped on the floor and being swept in to the bin, being wasted

People - Less clutter means more space in your work area. As they say, tidy home, tidy mind!

HANDS ON ACTIVITY

Time for you to get hands-on by having a go at implementing the 5s principles in an area of your home. If you are after inspiration why not focus on:

The cluttered top kitchen draw - It's always a mess, so use 5s to keep it tidy going forward.

The dreaded Tupperware® cupboard - Are your lids all over the place and can't find the right tub to use? Use 5s to arrange this cupboard properly.

The messy shed - Have you been guilty of just throwing things in the shed? Give it some more organisation by using 5s.

PERFORM ALL 5 STEPS

Make sure you remember to perform each 5s step on your way to organisational bliss!

Once you've completed the hands-on section, have a think about your work area and how you could apply 5s to that.

ADDITIONAL LEARNING

If you want to do some additional learning on 5s - why not watch [this video](#)

CREDITS

Adapted from original content produced by the Solihull based Corporate Affairs team in conjunction with the Solihull Business Excellence team.