



## 5S WORKPLACE ORGANIZATION

The 5S methodology will reduce waste, improve quality, promote safety, and drive enterprise-wide continuous improvement.

5S is much more than 'a place for everything and everything in its place'. It comprises five principles to help employees be highly productive and effective in their work. The principles are Sort, Shine, Set in Order, Standardize, Sustain.

5S is a workplace management system in which the work area and workplace are organized to minimize the loss of time and the use of movement. A typical 5S implementation will achieve 50 to 75 percent increase in production time and considerably less machine downtime as equipment issues are identified and repaired faster. What could you do with 50% more production time?

The 5S methodology includes five phases that turn organization into a step-by-step system allowing your workplace to become more productive. 5S is a simple system that allows you to standardize an operation, manage the exceptions and measure and improve over time.



### **SORT**

Keep near you only what you regularly use



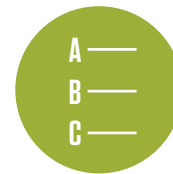
### **SHINE**

Have your workplace and equipment ready for immediate use



### **SET IN ORDER**

Find exactly what you need to use in less than 30 seconds



### **STANDARDIZE**

Everyone does each job in the same way and is challenged to improve it



### **SUSTAIN**

Everyone does their part to foster a safe, productive workplace & maintain workplace organization



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Learn more at [http://bit.ly/5S\\_CIS](http://bit.ly/5S_CIS)

5S is NOT just about creating a clean and tidy work area where everything is neat, nearby, and easy and fast to get to. 5S is about:

- Improving quality
- Increasing productivity
- Removing and preventing useless variation in work activities and machine performance
- Delivering exact quality products and services more quickly

- Visually managing inventory levels to reduce costs and stock outs
- Keeping people and the workplace safe

If you would like to learn more about 5S and how it can benefit your facility, or if you would like to attend a 5S training, contact your local Solutions Consultant today.

## Typical 5S Benefits

### More

Workplace Utilization  
Employee Safety  
Employee Morale  
Product Quality  
Productivity  
Machine Setup Time  
Process Control  
Equipment Reliability

### Less

Non Value-Added Activities  
Mistakes and Errors  
Ergonomics Issues  
Employee Orientation and Training Time  
Time Searching, Waiting for Tools, Information Parts, Supplies, Inventory  
Clutter and Disorganization  
Wasteful Inventory Transportation  
Excess Inventory Costs  
Workers Comps Costs



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