

5S

ARRELIC INSIGHT



The meaning of each S of 5S in English is

1. Sort
2. Straighten
3. Shine
4. Standardize
5. Sustain

5S was initially a Japanese organization technique composed of the terms: seiri, seiton, seiso, seiketsu, and shitsuke. This method was a building block to allow Just-In-Time Manufacturing.

Additionally, other "S's" are also in usage that incorporates SAFETY. Safety is constantly a prerequisite for any plan or event and should be reviewed at every phase. More in recent times there has also been an "S" for Customer "Contentment" and "Security"

The naming conventions are as not as significant as taking each footstep in order and finishing each before moving on the next. The accomplishment of 5S is due to its simplicity, ease of considerate, quick impact, and universal applications. It can be functional in production areas, office places, and information systems. Workplace 5S reflects the company's overall performance and perception. The changes from a the program can reduce job hazards and improve safety in the workplace. 5S is a very, very effective tool. People who use 5s know that it's using this tool just greatly helps in enhancing the work efficiency. So basically, if you work in offices you work in factory, you are a manager, you work in hospitals, hospitality, industry or you are just working in banks. Anybody can understand this tool. They can use this tool and see how it will completely transform your workplace and how it would help you increase the efficiency and plus it doesn't require any kind of technical or statistical knowledge, so anybody can use and implement this tool.

The lean is a technique by which you can create value without waste right. So this means we try to get rid of waste from our systems and processes and try to create production of products and services which do not have any kind of waste and which are according to the requirement of the customers. 5S is a basic tool of lean, and this is the first tool which is used in lean implementation. 5S is the foundation where you have to step in. If it's used alone, it can sort many things and some small companies can just get sorted using this simple tool that is 5s. Think of a workstation where all the tools are cluttered and you know what would happen. Workers will find it very hard to find the appropriate right tool. So there would be delay in the system. There would be delay the process itself and what about a clean workstation where everything is in order? Whatever is needed, you get it on time. So what would happen? So 5S or success is a technique that results in a well-organized, workplace, complete with visual controls and order. Basically, it's an environment that has placed for everything and everything in its place when you need it right, so 5S gives you a workplace which is clean, uncluttered, safe and organized. Sixth S is for safety, so basically, this is for the healthcare sector. The many people who implement lean have studied lean. They think that this success should not be different, because it is the integral part of all these five steps and it's not different, but still some people just think it's a success, so why it is important when I say that it is a 5S is a Very very important tool. So when we talk about the manufacture sector, the servicing sector or the operational sector, visual order is a very, very important concept. That is, everything is in place and the work flows very smoothly. Visual order is the foundation of excellence, and when it is in place, work get done efficiently and effectively, and then it is not in

place. It would be getting done. It's not that your work would stop, but it would be getting done at a higher cost which is very hard to justify, because then you would have to pay for the rework all the wasted material wasted, man-hours or any other liability, which is associated with the early works or defects or defects of production services right, but please do not confuse 5s by just saying that it's a mere cleanup campaign, because it is not because once you will just actually properly implement this 5s, you will see that there is lots of effective and efficient and effective nests and efficiency in the way the work is getting done. You would need certain kind of persistence and determination. You would know that how things getting done, that you should know the details of how the work is getting done plus, you should know that what is important for your processes only then you can implement 5s properly.

HOW THIS CONCEPT OF 5S ORIGINATED?

It's thought that 5s methodology has come out of techniques within the total, productive maintenance and the TPS system. That is Toyota Production system right, but it's roots. Here and we are going to just give you a small example of the Frank Gilbert's work - how he showed that economic designs and how, if we just manage the workstations, how we can improve the efficiency. So basically, Frank Gilbert showed that by improving the economics of a bricklayer working method, he could reduce number of individual movements required and increase the arleigh output from 120 to 350 bricks laid each new bricks each hour right. So but here most people think that of a 5s has directly, we just got 5s directly from the 4 end up and their concept of cando, which is cleanup arranging neatness discipline and ongoing improvement after region. Let'S understand the concept of 5s, so basically the concept of 5 estes is similar to the PDCA cycle. That is continuous improvement, so you have to keep on going through all the stages every time in each time. Only then you will develop a workplace which is really ergonomic which is efficient and we had no accidents. The first focus here in this section we will just discuss them later on so right. So the first step in each fiber step is to sort other oratorios means clearing and classifying. That means you separate the necessary items from the unnecessary ones, and then you remove those unnecessary items after you are done, then you move on to the second step which says set in order. This means to straighten configure to simplify this means. Everything should be put in place where it is required and when it is required so or you have to organize

your workplace or Karia, and then this step. The second step leads to the third step, which is shine, which means to sweep scrub clean and check. So basically, you clean your tools, you clean your workstation, your work tables, everything so keep workplace clean and after this third step it will lead to the fourth step, which says: standardize, stabilize conformity, and this means continuously monitor levels of or be ongoing or ongoing and cleaning. Everything right and all these steps will lead to the fifth step which says sustain this means to continuously sustain the system of working, so custom, self-discipline and practice. So, basically, you have to work towards shared set of values regarding cleaning and organizing, and this is a never ending process. You have to keep it doing continuously right and then comes the sixth test, which is the safety right, so it means creating a safe place to work, and some also think that there is seven tests, and this is oversight. This means you are. This means to ensure the right things done the first time without any defects without any problems. So the purpose of this seven tests is that the customer safety is the highest priority. This means you are not going to deliver any product or service which put the customers at risk. So 5s is a way to organize workplace, and your working practices based on the philosophy, overall philosophy that everything should be in order. It should be clean, it should be set in order, and this is the way how you do your work each day and every day before I move forward and just explain how you can use this tool that is 5s or how you can implement the stool. I would like to clear certain misconceptions which most people have regarding 5S, as most people think that it's just a tidying up a campaign or a housekeeping kind of tool. But it's much more than that. So basically, when I say 5S, I just don't mean that it's a h

your workplace or Karia, and then this step. The second step leads to the third step, which is shine, which means to sweep scrub clean and check. So basically, you clean your tools, you clean your workstation, your work tables, everything so keep workplace clean and after this housekeeping technique or just a tidying up campaign, because it's organization of your complete works play workplace. Whatever you are doing, it will just organize everything so that you can bring upon another other improvement, and then it would make your organization, your company, your work floor, anything efficient and ergonomic. So it's it does not just make it pretty. It would make it efficient and ergonomic so that each thing, whether it's machine, manpower or everything, each one is placed in such a way that they are utilized optimally and then it's waste removal. So saying that it will lead to waste removal, It does not just means that it's going to going to throw away certain scrap. It means a very detailed kind of waste which, when we talk about seven kinds of ways that is transportation, inventory, underutilized, Alliant, etc. So same way, 5s would remove all the help. You remove all those kinds of waste and then it creates an environment for continuous improvement. Obviously, then things will be in place. You would know that there is no wastage, so you will just go into a cycle of continuous improvement. It gives the firm a firm foundation on which to build other improvements. That 5s is that building block for lean, which is very essential if you have to use other lean tools and then it aims at improved safety, waste removal and increase quality right

WHAT ARE THE BENEFITS?

So that you just your interest, just increases in this technique, so 5S would help you increase the morale of your employees, safety in the workplace, efficiency, quality, lead time, creativity and equipment, life and, at the same time it would decrease injuries, production costs, downtime defects, Supplier mistakes, they utilized workers in efficient transportation, inventory, storage, cost and underutilized floor space. When we talk about 5s, there are two things which are very important to fight this implementation, the first one is keeping detailed records and the second one is visual communication right. When we talk about keeping detailed records, this the collected data used to track and correct the procedure. Inefficiencies right, if you do not know that or if you do not collect any kind of data, how would you know that what kind of inefficiencies are there or what you want to improve? So data collection is very, very important and it is one of the benefits of 5s that you have a lot of data which can be used to make further changes and improvements. And then management uses collected data to make appropriate changes. When you collect data always focus on routine work area, duties plus support your data collection with before and after photographs right. So this way you will have a visual thing in front of you. You would know that how and what you need to do to bring in further changes and then, when we talk about visual communication, so visual communication is the backbone of 5s. You cannot implement 5s without a proper visual communication, so in 5s it is used to bring organization to the system and help guiding workers through various steps rights in

5s. You will see that in all the five steps we would be discussing that how you can put signs labels on everything or you would be marking the floor, the sector and etc. So visual communication is, as I told you, is a major step in 5s. So then, using effective signage when we use effective signs, it gives workers clear, accurate identification of location procedures, hazards, equipments and tools. So when we talk about data collection and visual communication, so these are the basic keys to successful 5s implementation. If you think that your workplace is in a complete chaos or your workers are not able to find the things they require daily or they're just wasting their time to find the tools or the things they need to work everyday. Are your important workplaces just occupied by scrap or if your workspace is not at all organized or it's not labeled or departmentalized right? So this means that you're not able to find the things whether they are physical or digital, whenever you require them and you are wasting last time.

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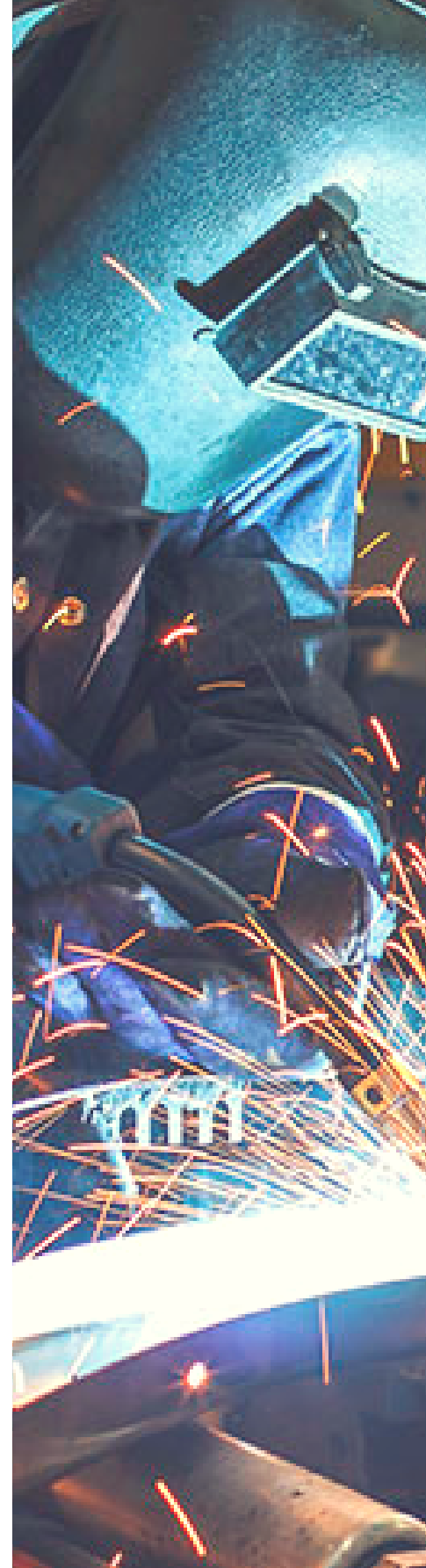
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info@arrelic.com

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