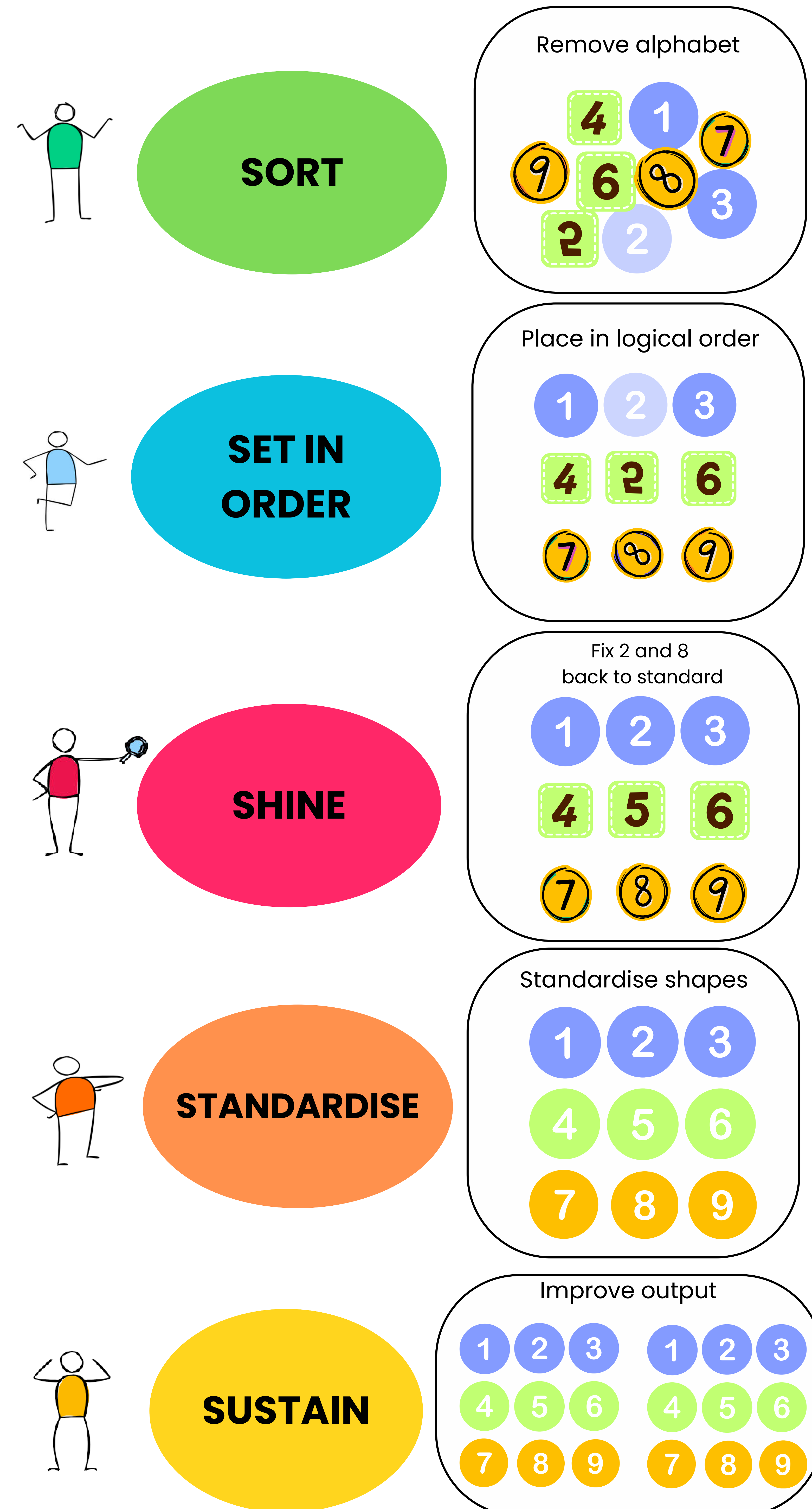
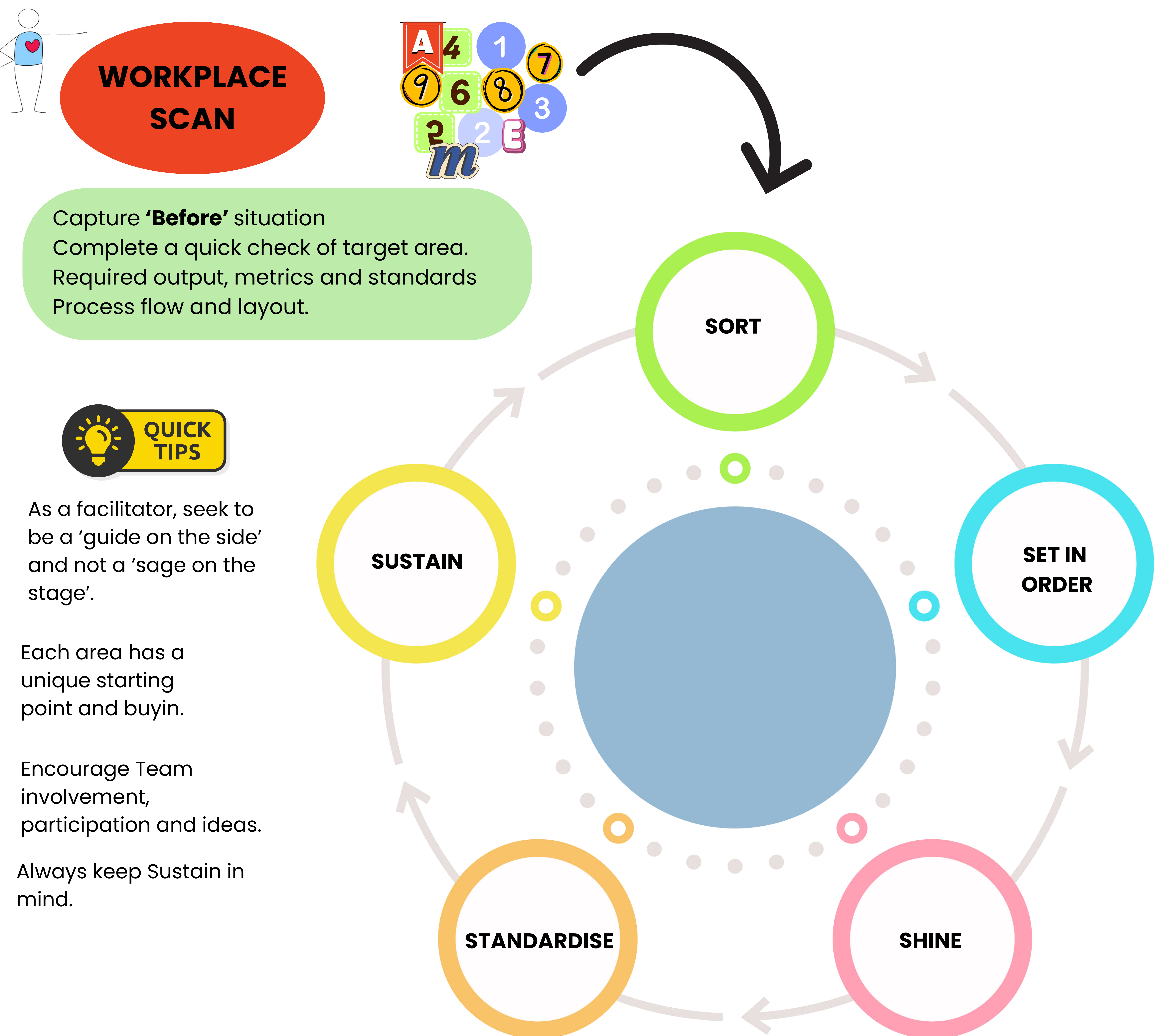


5S of workplace organisation

The 'S'

Typical activities



Clutter causes unnecessary activities – Process 'Waste'
Separate and remove or tag items which are not essential position. Identify and **remove/repair/tag** broken/obsolete equipment,tools and info. Remove unnecessary items within a time period ahead. Create simple red tag systems to highlight any abnormality and unnecessary resources.

Foundation of Visual management – Control by sight
Reposition essential resources in a logical layout and flow. Visual aids/cues created to support Team members in executing activities. Decide and organise **where and how** to store essential items to promote flow and ease of operations. Make it **easy for anyone to find and use** through effective visual controls. **Make it obvious** when the items are not in the right place.

Contamination hides problems – Foundation for TPM
Integrate cleaning into **everyday tasks**. Create and execute **routine maintenance** standards. Explore options to **prevent** dirt, grime and contamination from occurring. Make it easier to keep things clean.

Standard procedures establish a foundation for improvement.
The team understands the standard procedures and their purpose. Develop & implement standards to **maintain results of the first 3S's**. Keep Standards **accessible** and lineside and standardise general workflow and control.. Capture '**After**' situation and compare with 'Before'

Workplace organisation is everyone's job
Follow visual standards & continually review and improve to maintain an exceptional operating environment. Correct procedures to become **custom and practice**. Complete 5S Audits to **encourage contribution and ongoing improvement in organisation and performance**, not to punish.

5S is an ongoing and iterative approach...