

Salient Steps to Implement Five S

1. Five S education (Class room Training)
2. Team Formation and Making Roadmap
3. Implementation of 1st S (Seiri)
4. Implementation of 2nd S (Seiton)
5. Implementation of 3rd S (Seiso)
6. Implementation of 4th S (Seiket su)
7. Implementation of 5th S (Shitsu ke)



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4. Implementation of 2nd S (Seiton)

Focus Points:

- ❖ Creation of Layouts
- ❖ Movements
- ❖ Table Management
- ❖ FIFO
- ❖ Preventing out of stock conditions

New Concept/Uniqueness:

- ❖ Ergonomics

Challenges:

- ❖ Selection of layouts

Key Benefits:

- ❖ Reduction of searching time
- ❖ Reduction of material handling

2nd S : Set

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5. Implementation of 3rd S (Seiso)

Focus Points:

- ❖ Decision of level of cleaning
- ❖ Identifying the sources of issues
- ❖ Fixing the sources of issues
- ❖ Picking up small issues in the machines and equipment

New Concept/Uniqueness:

- ❖ Jishu hozen (Autonomous maintenance)

Challenges:

- ❖ Mind set (Cleaning is not a low dignified work)

Key Benefits:

- ❖ Paves way for enhancing machine / equipment life
- ❖ Eliminating the sources of dusts.
- ❖ Foundation for TPM

3rd S : Shine

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6. Implementation of 4th S (Seiketsu)

Focus Points:

- ❖ Identifying key control points
- ❖ Very structured audits
- ❖ Preparation of audit check lists.
- ❖ Ensuring instructions in the form of pictures
- ❖ Creative ways for communication

New Concept/Uniqueness:

- ❖ Visual Management

Challenges:

- ❖ Investment of Time

Key Benefits:

- ❖ New problems getting exposed.
- ❖ Auditing skills by the employees

4th S : Standardise

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7. Implementation of 5th S (Shitsuke)

Focus Points:

- ❖ Training
- ❖ Motivation
- ❖ Discipline by continuously following the instructions / practices

New Concept/Uniqueness:

- ❖ Employee motivation and positive work culture

Challenges:

- ❖ Sustenance

Key Benefits:

- ❖ Reduction of rejections due to over sight
- ❖ Overall Cost saving

5th S : Sustain