



CONTRIBUTING TO YOUR SUCCESS

# 5S System



**SMS** MANUFACTURING  
SYSTEM



## What is 5S?

### 5S is

- A methodology to highlight & eliminate the 8 wastes, improves process control, quality, safety and efficiency.
- A procedure to achieve a very clean, well structured, safe and optimized workplace.
- A culture which needs to be lived by everyone.
- A way to work smarter.

### 5S is not

- A “one off” cleaning activity.
- Does not only apply to manufacturing companies and shop floor.
- A programme to impress visitors.
- A way to make people work harder.

## 1S - SORT

### Aim

- Only to have in the area what is required for the process.

### What?

- Sort through the work area and remove any non-essential items.

### Why?

- Having non-essential items in the workplace will cause wastes.



## 2S - SET IN ORDER

### Aim

- Everyone is able to see if something is missing.
- It is possible for everyone to clean and organise the work place.
- People find the area in set order and leave the area in set order.

### What?

- Every required item gets a fixed place.
- Moveable items have a fixed area.
- Frequently used items are placed close to the site of use.

### Why?

- Without the 2S it is much more difficult to implement a cleaned work place as standard.

“Everything has a place and everything in its place.”

## 3S - SHINE

### Aim

- Shine is a form of inspection that identifies the current condition and records any problems.
- To prevent dirt and contamination from reoccurring by eliminating the sources of dirt and by making cleaning and everyday work activity.
- This is aided by our T.P.M.

### What?

- Clean every item and every machine from top down, fixing sources of dirt and problems as they are found.

### Why?

- Improved safety.
- Less chance of affecting product quality by contamination.
- Shows abnormal conditions.

## 4S - STANDARDIZE

### Aim

- 5S is no longer a “one off” cleaning activity it becomes the standard.

### What?

- Standardize the first 3S's.
- Visualise the standards.

### Why?

- Without standardization you will soon revert back to the initial state.
- This de-motivates the participants and brings back the wasteful situations.

## 5S - SELF DISCIPLINE

### Aim

- 5S method is implemented into the hollistic corporate culture.

### What?

- Also known as SUSTAIN in the traditional 5S.
- 5S is part of the everyday work (cross audits, 5S boards, MBWA).
- Everyone tries to improve 5S at the everyday work and every improvement is standardized directly.
- 5S is exemplified by management.

### Why?

- Self discipline leads to continuous upkeep and improvements which leads to higher motivation for 5S.
- 5S culture remains without large efforts.
- **5S AS PART OF THE CORPORATE CULTURE HELPS TO ELIMINATE 8 WASTES!**

## SUMMARY

- The 5S system was launched on 4 November 2019.
- Each department has a champion to drive the 5S project forward in a positive manner and aid with the culture change required.
- The 5S champions and management are here to help and support.
- Take photographs at every stage (you can never take too many) to highlight the successes.
- Thank you everyone for your participation.





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