

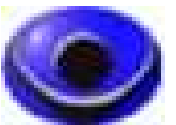
Welcome To
A Short Presentation
on

The 5S

Transcend Group Ltd

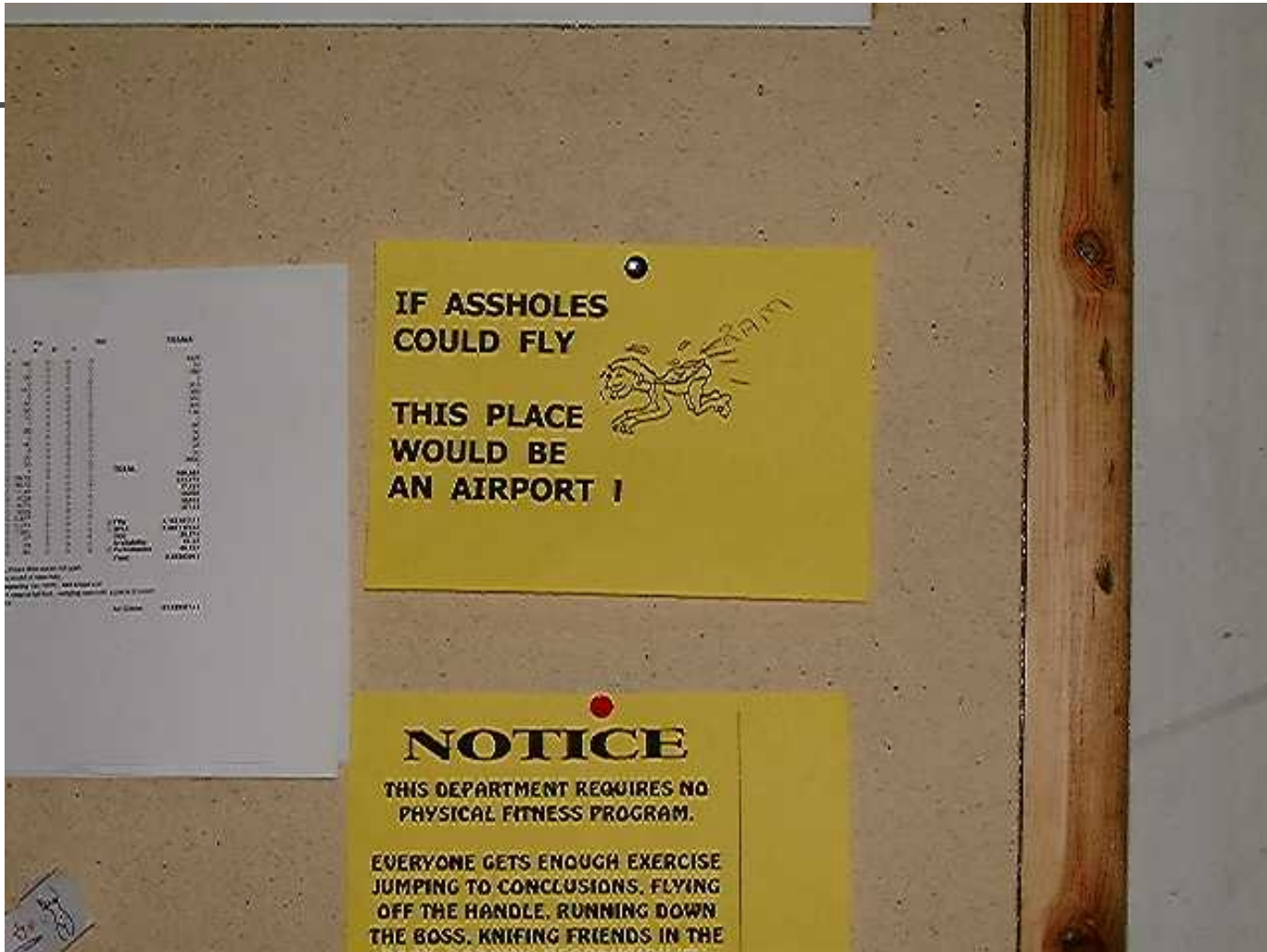
info@transcend-group.com

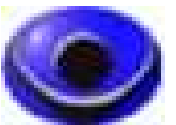








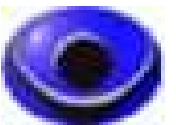


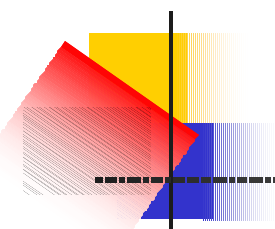




£WASTE

Are the inefficient areas of our company.
Those additional costs over and above our normal
and acceptable costs. Because we have not got
it right first time!





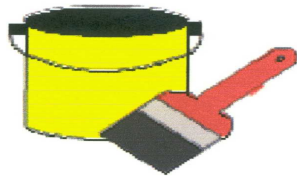
OVERTIME
EXTRA MATERIAL USAGE
FIRE FIGHTING
RETURN OF FAULTY STOCK
WARRANTY REPAIR
STOCK LOSS
INSPECTION
PROCESSES OUT OF CONTROL



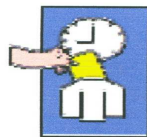
The Visual Factory



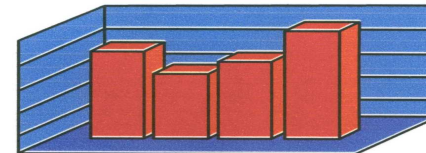
Health & Safety



Site Facilities



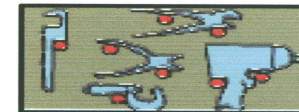
Good Habits



Manage by Numbers



Paperwork



Good Housekeeping





Workplace organisation & 5S steps to a world class environment

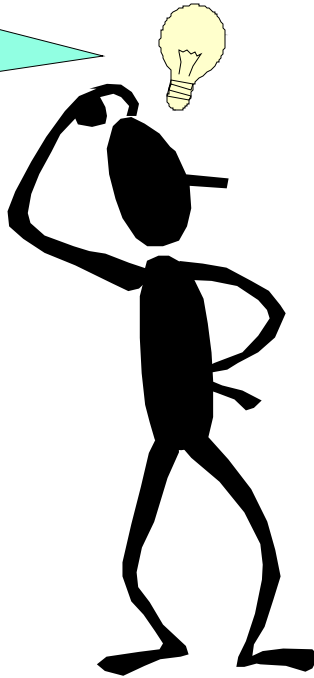
Helping to create:

- A better working environment
- A safer workplace
- Consistent quality & throughput performance

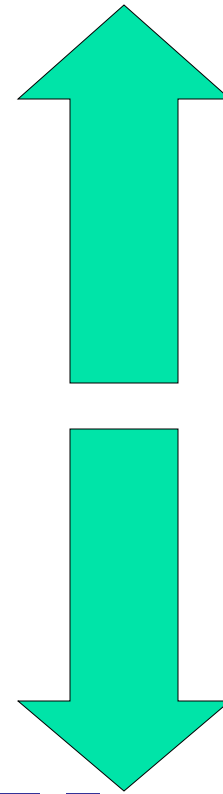


5S Steps to a World Class Environment ©

Make easy
Make safe
Make clean



Morale



Discipline and a way of thinking

£ Waste 



The 5S / 5C

The 5S's are a simple, logical set of steps they help raise the standard of workplace organisation and keep it there.

The 5S's are sometimes referred to as the 5C's.



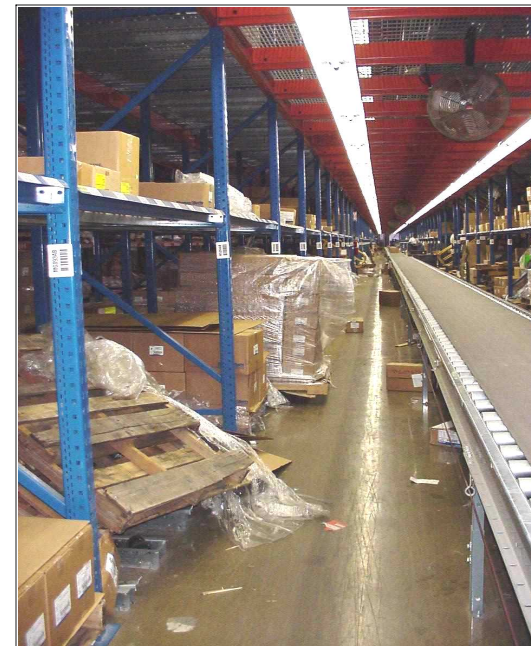


The 5S / 5C

5 S		5 C
Sort Out (Seri)	Separate necessary from unnecessary.	Clear Out
Set in Order (Seiton)	A place for everything. Everything in its place.	Configure
Shine (Seiso)	Critical examination for good working order.	Clean and Check
Standardise (Seiketsu)	Simplify. Make abnormalities obvious.	Conform
Sustain (Shitsuke)	Everyone knows the standard. Everyone follows the rules.	Custom and Practice



Why 5S?



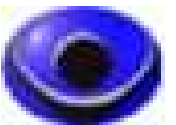
£Waste Identification

- What £Waste can you identify in the following photos?



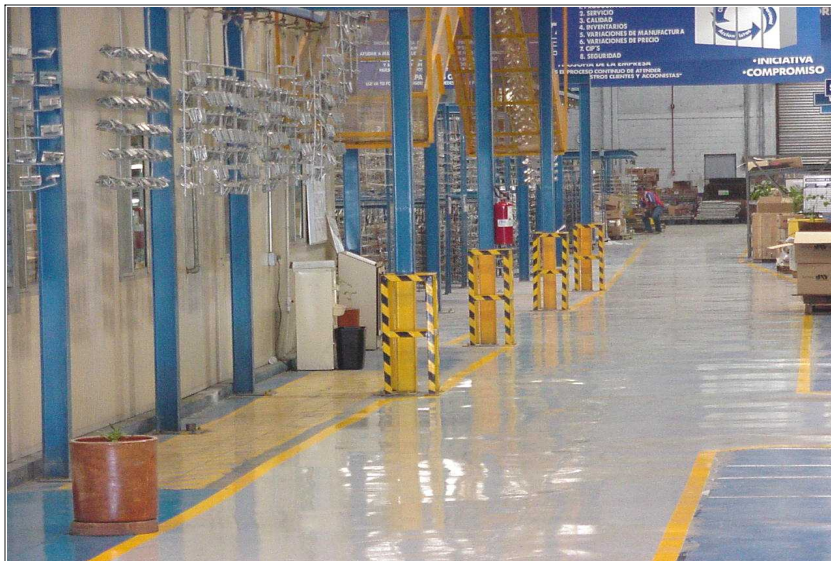
£Waste Identification

- What waste can be identified in the following photos?



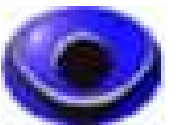
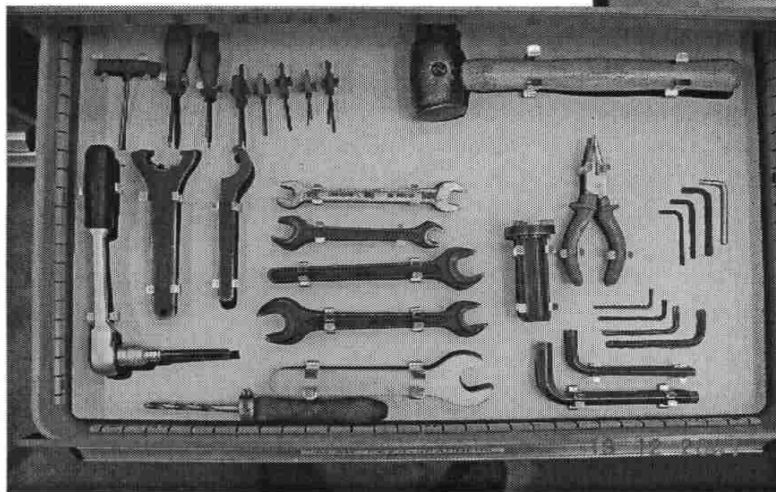
After 5S

- Clear, shiny aisles, Color-coded areas
- Slogans & banners, No work in process





Before &
After





5S's for Workplace Organisation

Seiri

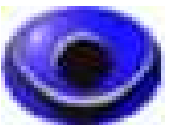
Sort through and sort out.

Seiton

Set things in order, set limits, share information.

Seiso

Shine equipment, tools and whole workplace.





5S's for Workplace Organisation

Seiketsu

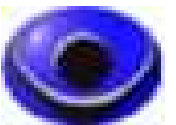
A state beyond the first three S's.

Sharing information.

Standardising.

Shitsuke

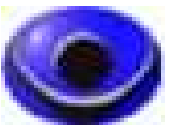
Stick to the rules, scrupulously.





Red Tag Technique

Red Tagging is a visible way to identify what is not needed in the workplace. It is a visual method of “asking why”.





5S Audits

- Audit to checklists, weekly or monthly.
- Audited by:
 - - Other team members
 - - Department Supervisor or Team Leader
 - - Department Manager
- Record results and display a company 5S activities board in the "Comms Area".

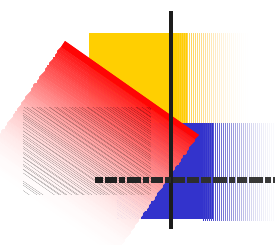




Visual Factory Implementation

- Develop a map identifying the “access ways” (aisles, entrances, walkways etc.) and the “action” areas.
- Perform any necessary realignment of walkways, aisles, entrances.
- Assign an address to each of the major action areas.
- Mark off the walkways, aisles & entrances from the action areas
- Apply flow-direction arrows to aisles & walkways
- Perform any necessary realignment of action areas.
- Mark-off the inventory locations
- Mark-off equipment/machine locations
- Mark-off storage locations (cabinets, shelves, tables)
- Colour-code the floors and respective action areas





We hope you enjoyed reading through this short presentation and it has given you some ideas of what to do. Please call us on +44(0) 1386 853245 if you would like some assistance with implementing the 5S.

Transcend Group Ltd

