

WORKPLACE ORDER,
ORGANIZATION AND
CLEANLINESS



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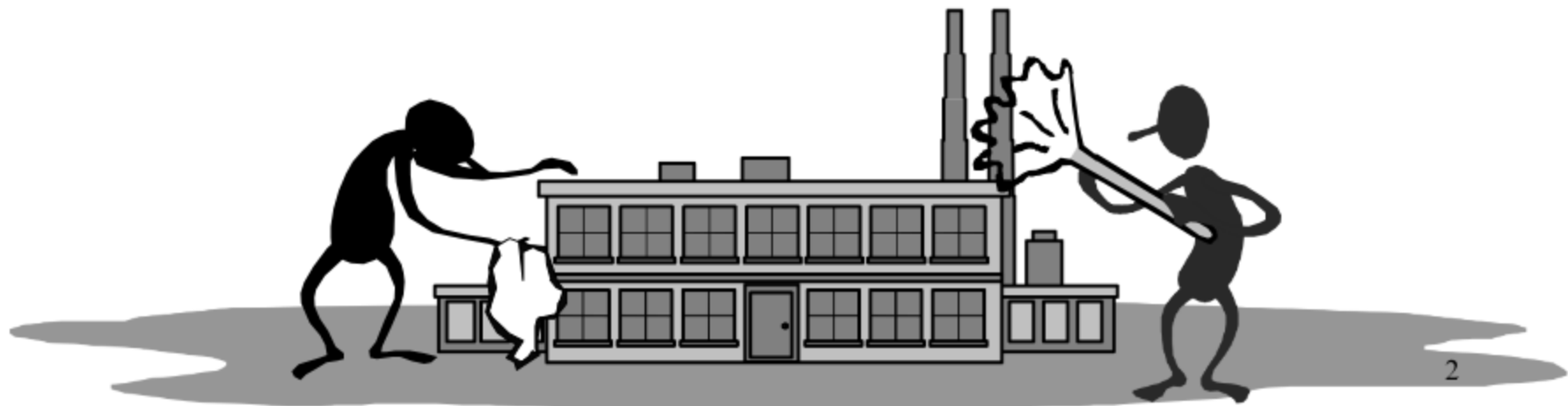
Seiri (sort: Organization),

Seiton (set in order: Order),

Seiso (sweep : Cleanliness),

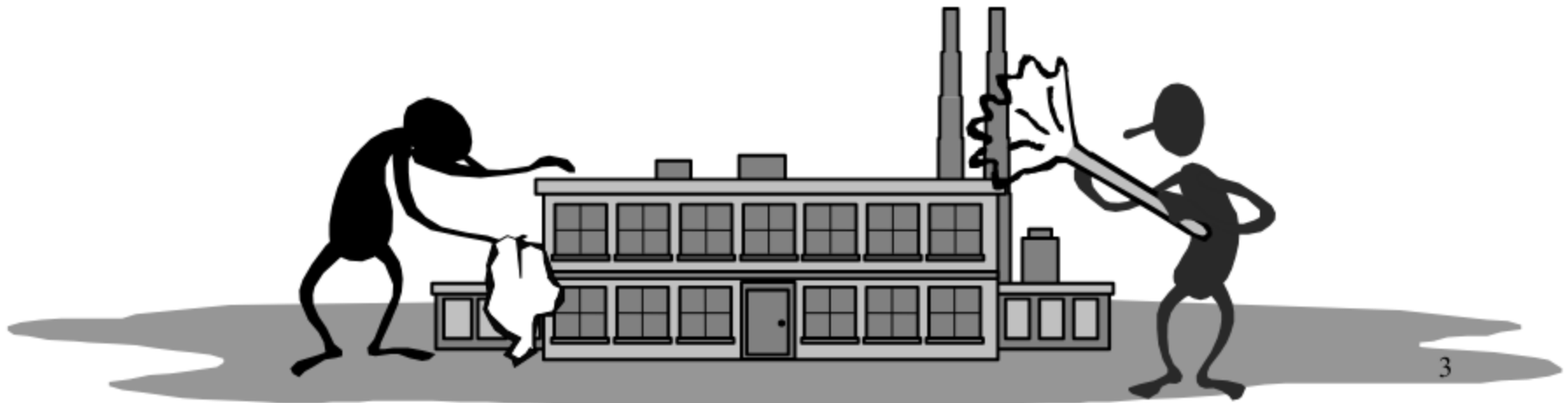
Seiketsu (standardize: consistency),

Shitsuke (Sustain: Discipline and Diligence)



WORKPLACE ORDER, ORGANIZATION AND CLEANLINESS

The goal of the 5S is to reach zero in waste, workplace accidents, breakdowns, scrap, setup time, delays, and complaints



A STORY

- A group of TOYOTA engineers visits a company that had approached them to manufacture cable assemblies. Before the meeting begins, one of the Japanese engineers goes to the restroom to wash his hands and, upon returning, asks the meeting leader:

- “There was a broken window in the restroom. Is that window supposed to be broken?”

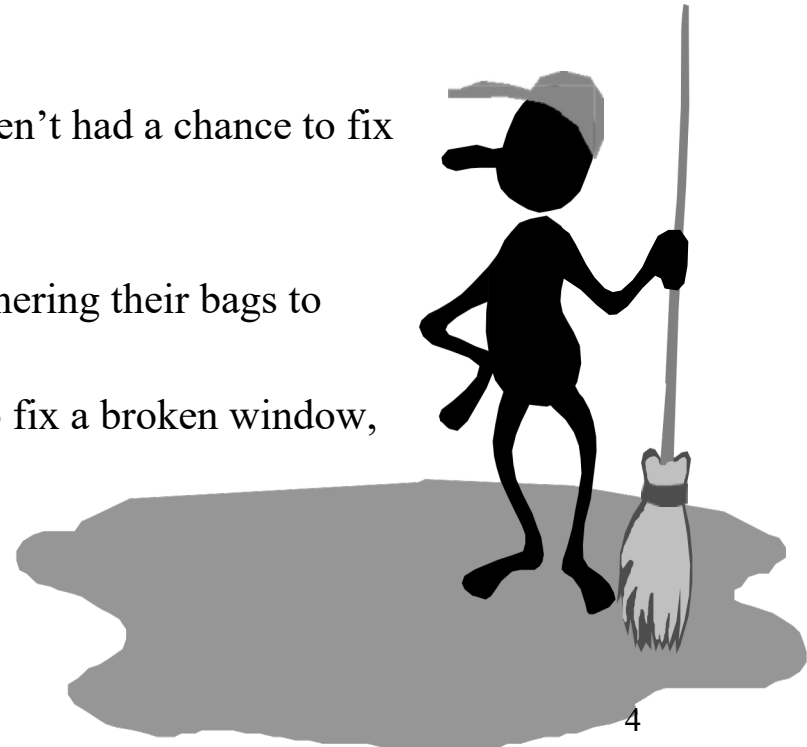
The Plant Manager replied:

- “Of course it doesn’t have to be broken, but we haven’t had a chance to fix it yet,” he replied.

Upon hearing this, the Japanese engineers began gathering their bags to leave the meeting, and one of them said:

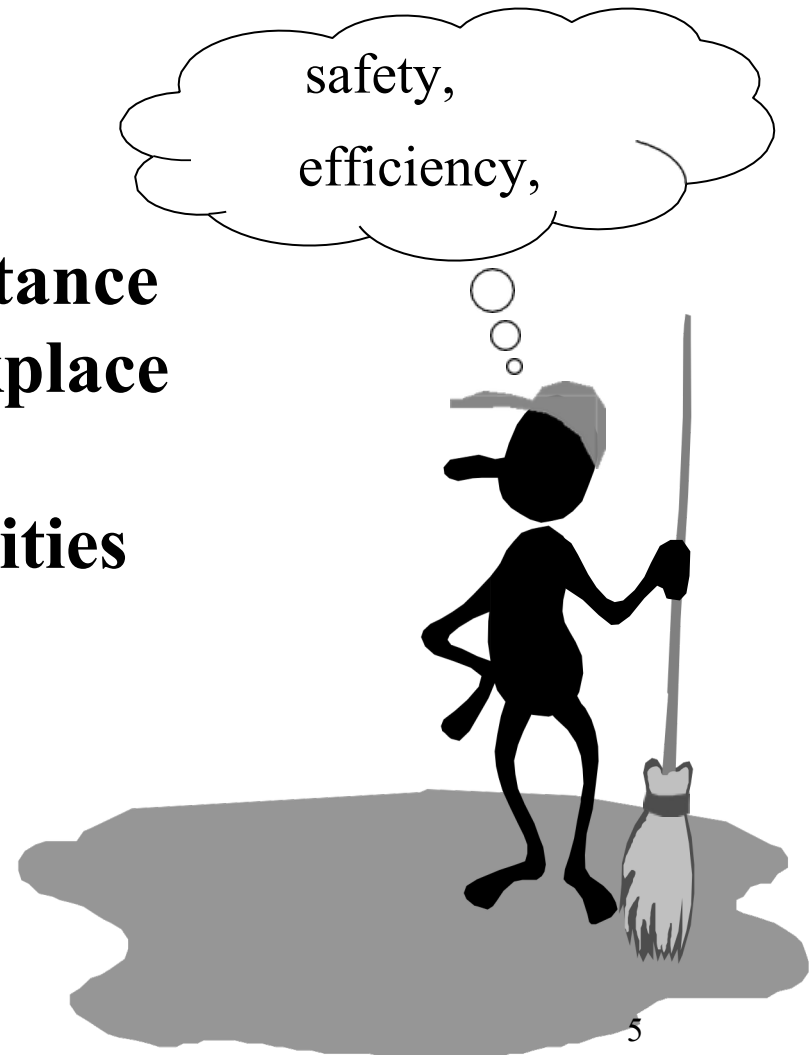
- “If you can’t even follow the simple rules needed to fix a broken window, how are you going to follow the many complex rules required to produce cable assemblies for us?”

And they left the workplace.



THE IMPORTANCE OF 5S

- It is of primary importance in improving the workplace environment.
- It supports other activities carried out within the company.



FOR EXAMPLE!...

- **Imagine a factory where people aren't bothered by working in dirt, rust, and grease.**
- **In this factory, searching for lost tools and materials is viewed as part of the job, and those who excel at this task are valued.**
- **There is no order or organization in this factory, and a high number of defective products is to be expected.**



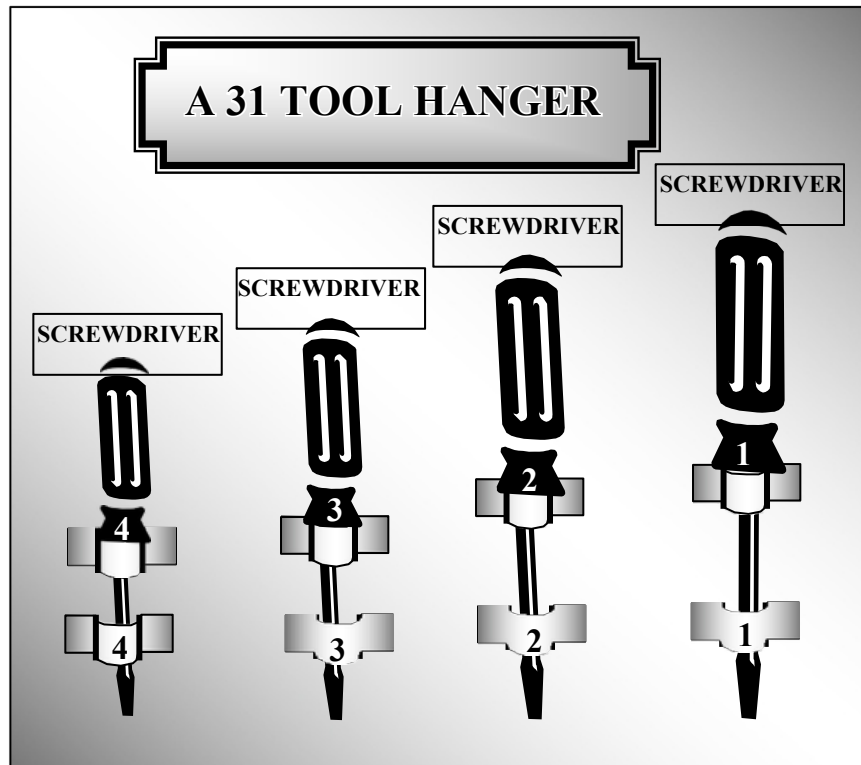
CLUTTER MEANS A LOSS OF PRODUCTIVITY



In an organized workplace

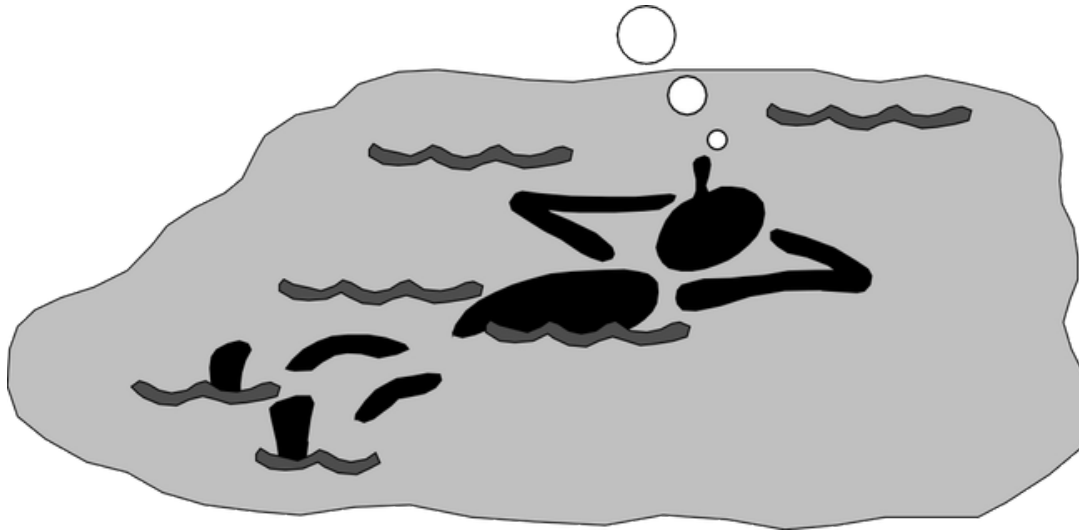
- **Productivity increases**
- **Errors decrease**
- **Deadlines are met**
- **Workplace safety is ensured.**

AN EXAMPLE OF A SYSTEM IMPLEMENTED IN THE WORKPLACE



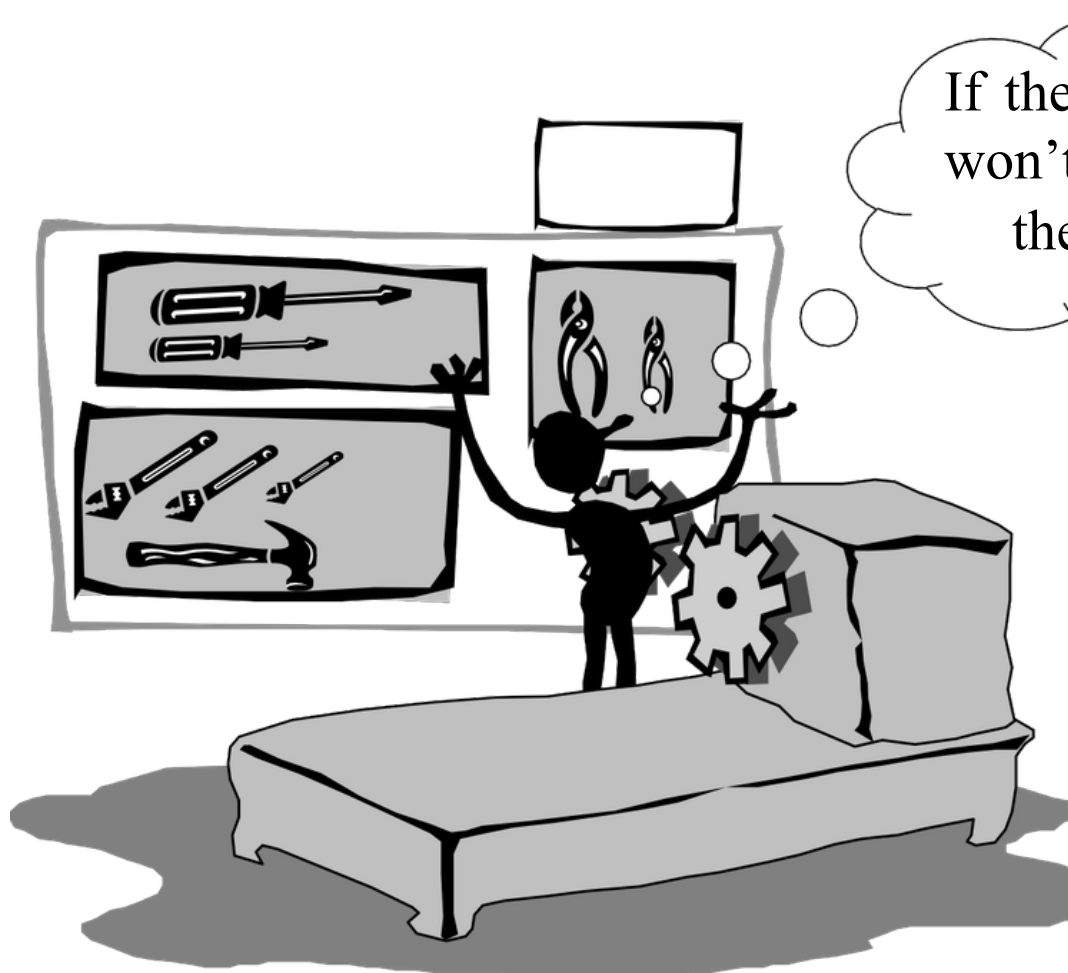
CLEANING RELIEVES STRESS AND TENSION

Ohh... I feel so much better. If only my surroundings were this clean, too.



Factories, just like people, need to be clean. Cleanliness is essential for mental well-being.

BE DETERMINED TO MAINTAIN ORDER, ORGANIZATION, AND CLEANLINESS

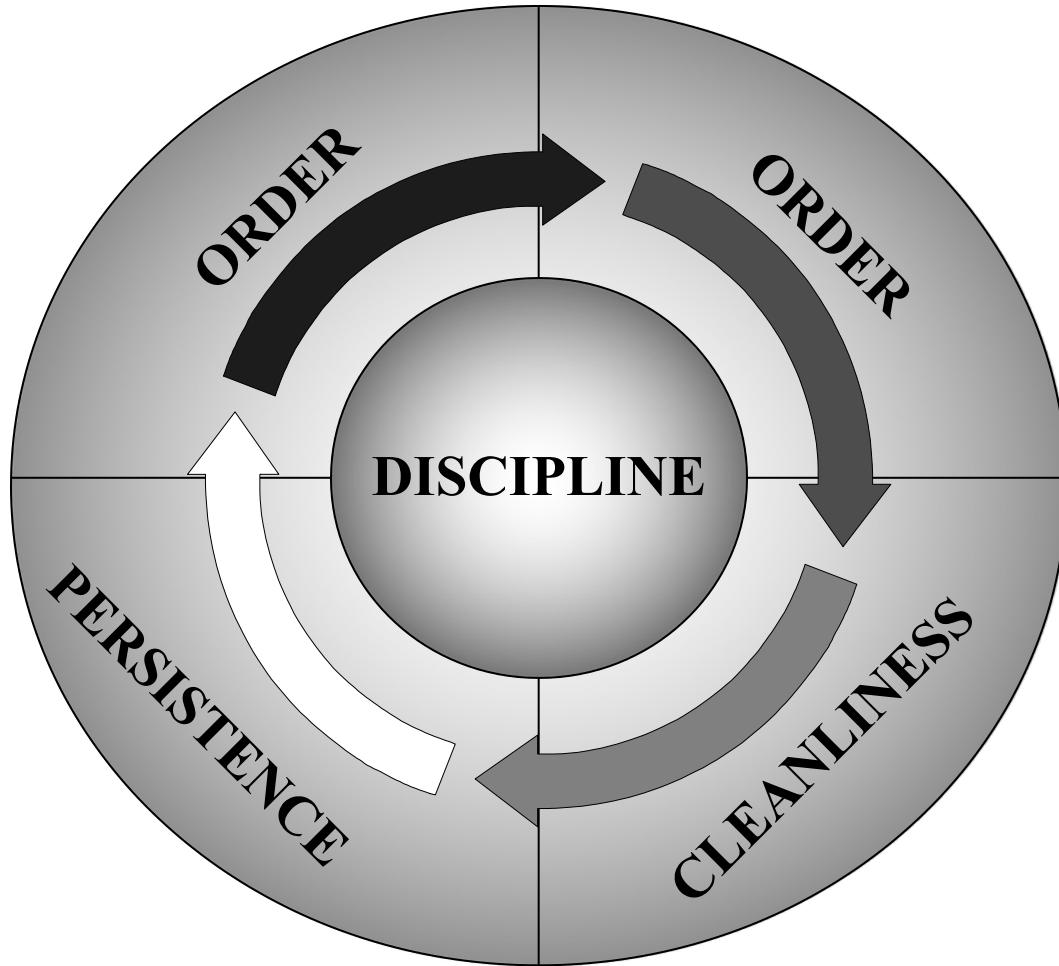


**If conditions are going to
revert to clutter, disarray,
and dirt, then what's the
point of order,
organization, and
cleanliness?
will be lost.**

DISCIPLINE MEANS MAKING IT A HABIT



5 STEPS



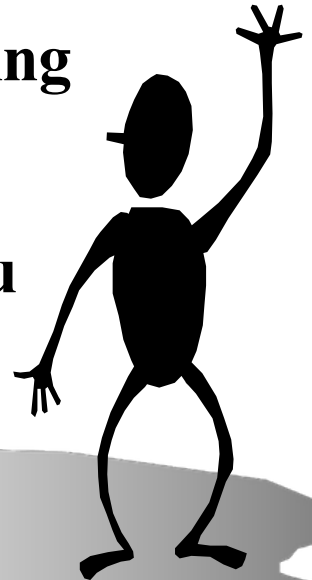
ORDER SOME OBJECTIONS TO ORDER AND CLEANLINESS

- **Order and organization aren't anything new!**
- **You clean it, and it just gets dirty again!**
- **You can't increase production with organization and order! We've tried something like this before.**
- **A proper system was established years ago!**
- **We don't have time to deal with this!**
- **Why do we need this?**



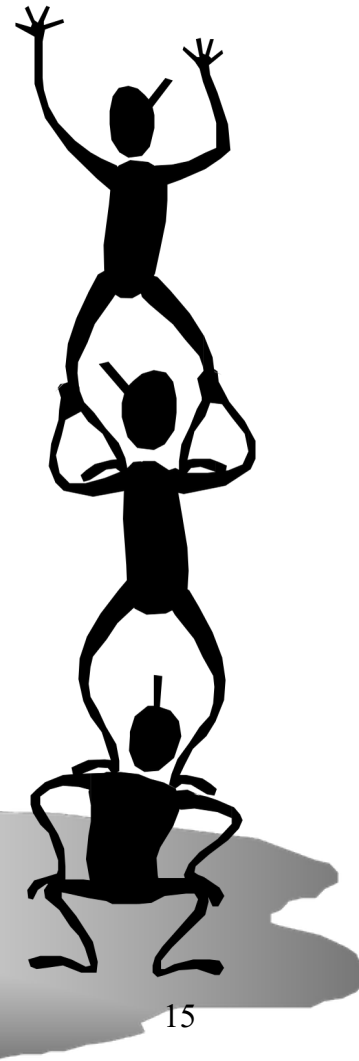
THE BENEFITS YOU'LL GAIN THROUGH ORGANIZATION, ORDER, AND CLEANLINESS

- **The opportunity to organize your work and workplace**
- **A chance to make your workplace more enjoyable**
- **The opportunity to make your work more fulfilling**
- **The ability to remove obstacles in your work**
- **The ability to understand what is expected of you**
- **Easier communication with your coworkers**



BENEFITS YOUR COMPANY WILL GAIN THROUGH ORGANIZATION, ORDER, AND CLEANLINESS

- **Zero setup time, product variety**
- **Zero errors, high quality**
- **Zero waste, low costs**
- **Zero delays, on-time delivery**
- **Zero injuries, workplace safety**
- **Zero breakdowns, equipment efficiency**
- **Zero complaints, trust and reputation**
- **This ensures the company's growth.**

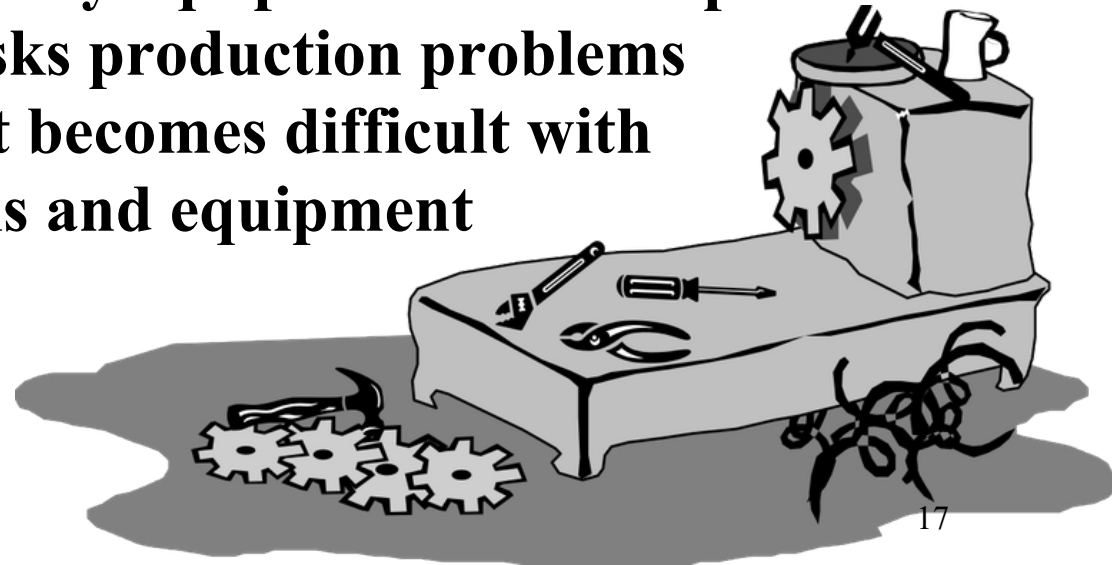


Sorting (Seiri)

- **This means grouping everything into “necessary” and “unnecessary” categories and removing items that are not needed at that moment from the work area.**
- **In the workplace, only what is necessary for the current task—in the exact amount needed and at the exact time it is needed—should be present.**
- **If there is any doubt about its necessity, remove it.**
- **This reduces workflow issues while improving communication and productivity.**

Without organization, the following problems arise

- **The factory becomes increasingly cluttered, and working conditions deteriorate**
- **Drawers, cabinets, and shelves get in the way of employees, making communication difficult**
- **A lot of time is wasted searching for tools and materials**
- **Maintaining unnecessary equipment is also expensive**
- **Excess inventory masks production problems**
- **Process improvement becomes difficult with unnecessary materials and equipment**

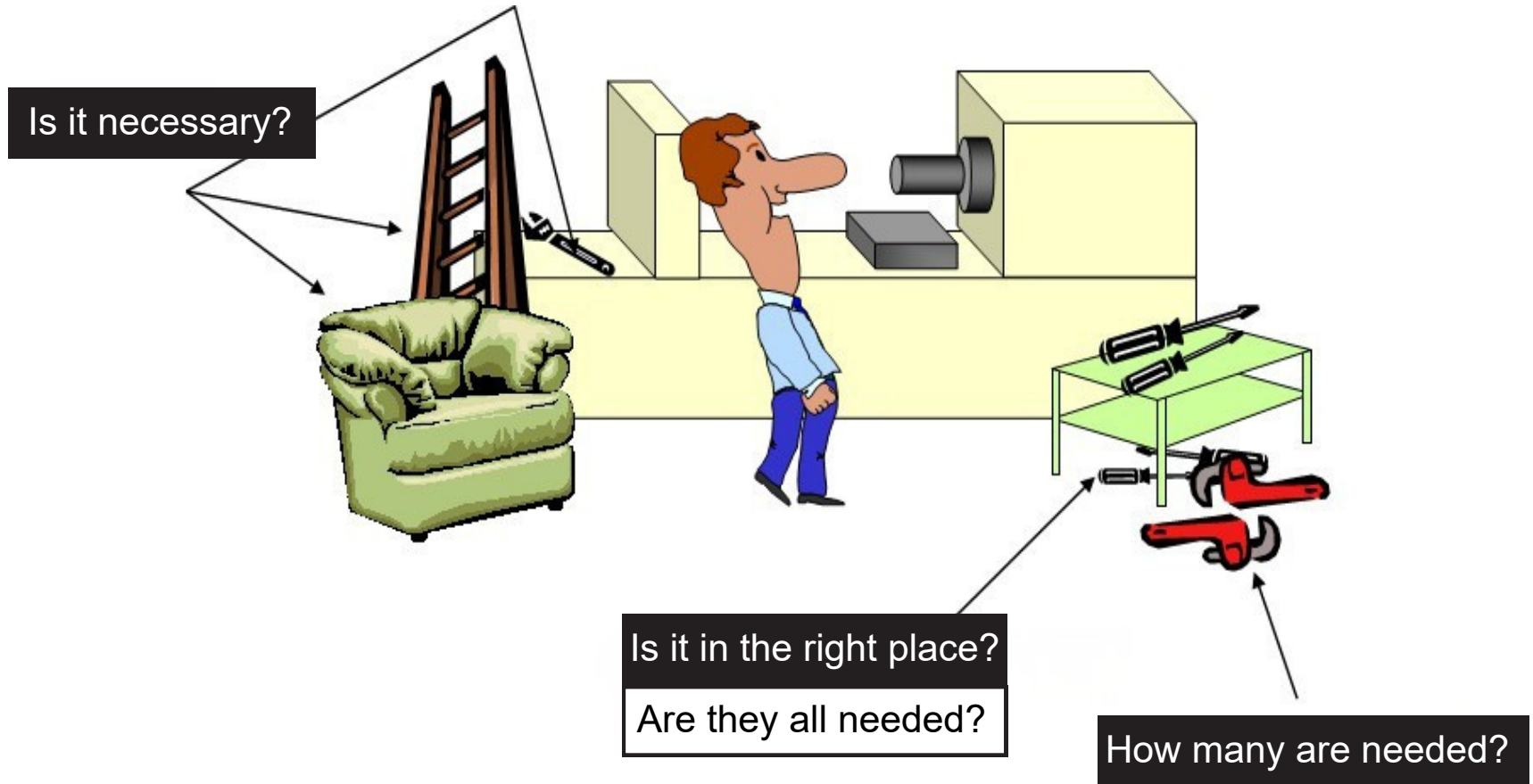




Distinguish between what is needed and what is not

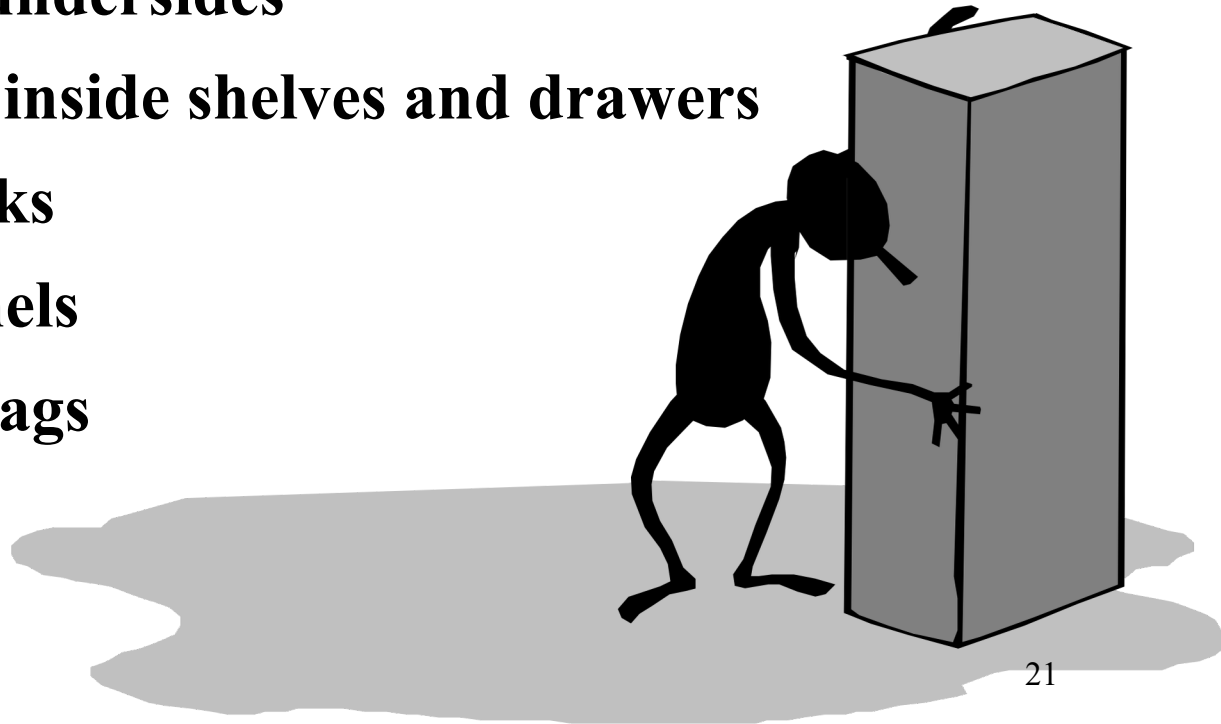


Distinguish between what is needed and what is not



What to look for

- **Rooms and areas not intended for use**
- **Corners near entrances and exits**
- **Edges of interior and exterior walls, behind partitions**
- **Cabinet voids and undersides**
- **Underneath tables, inside shelves and drawers**
- **Bottoms of tall stacks**
- **Unused control panels**
- **Disorganized tool bags**





Order (Systematize: Seiton)

- **It means organizing and labeling everything so that and labeled so that everything necessary can be found and returned to its proper place by anyone at any time.**
- **Order is important because it prevents much of the waste that occurs during production.**
- **Just as order cannot be established without organization, organization is ineffective without order**

Order (Systematize: Seiton)

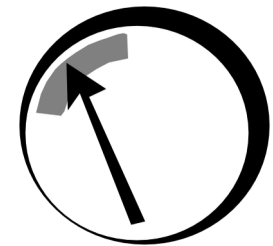
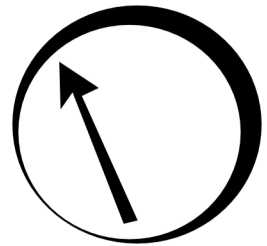
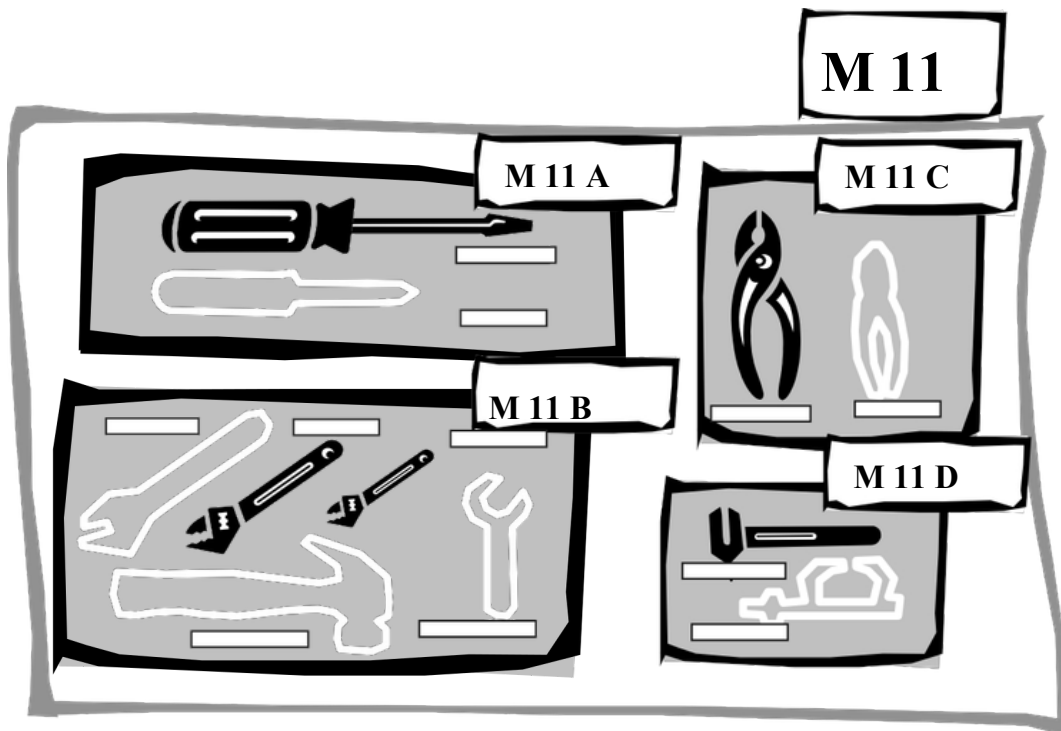


Without order, the following problems arise

- Waste of motion
- Waste of research
- Waste of human energy
- Excessive inventory waste
- Defective product waste
- Workplace safety waste

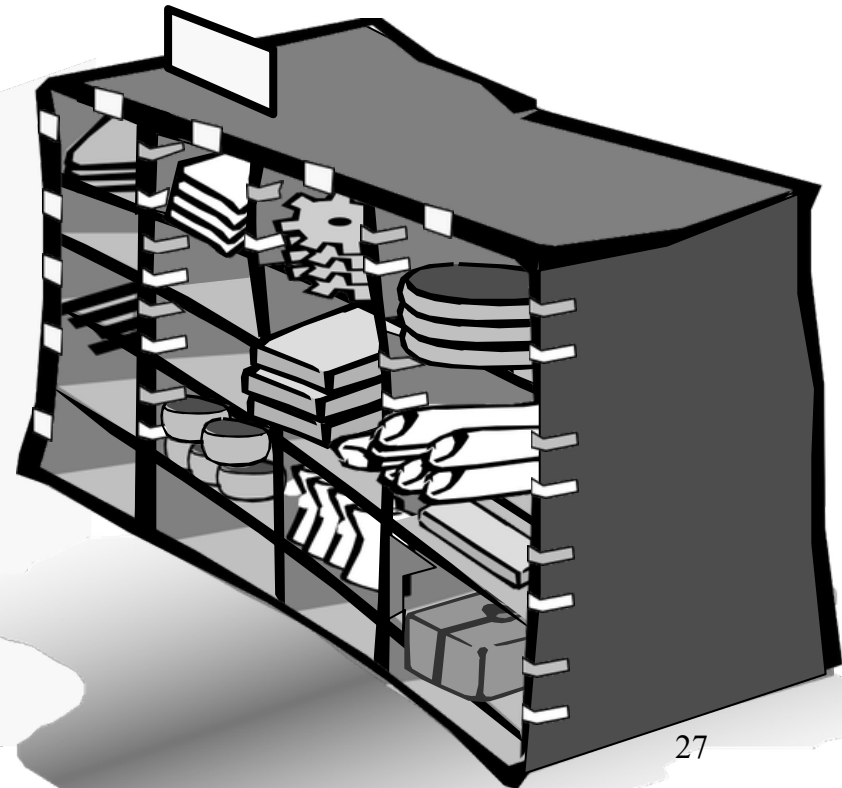
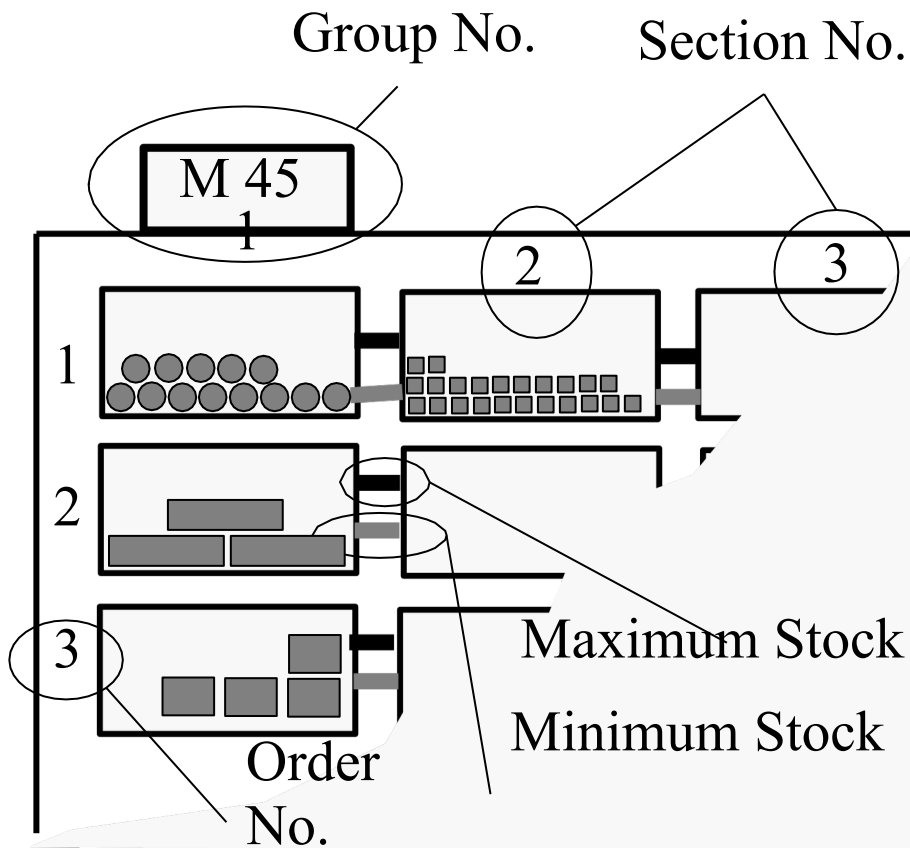


Visual controls are communication tools found in the workplace that show, at a glance, how tasks should be performed



Labeling Strategy

- Once the system is in place, everyone needs to know what is where and in what quantity.

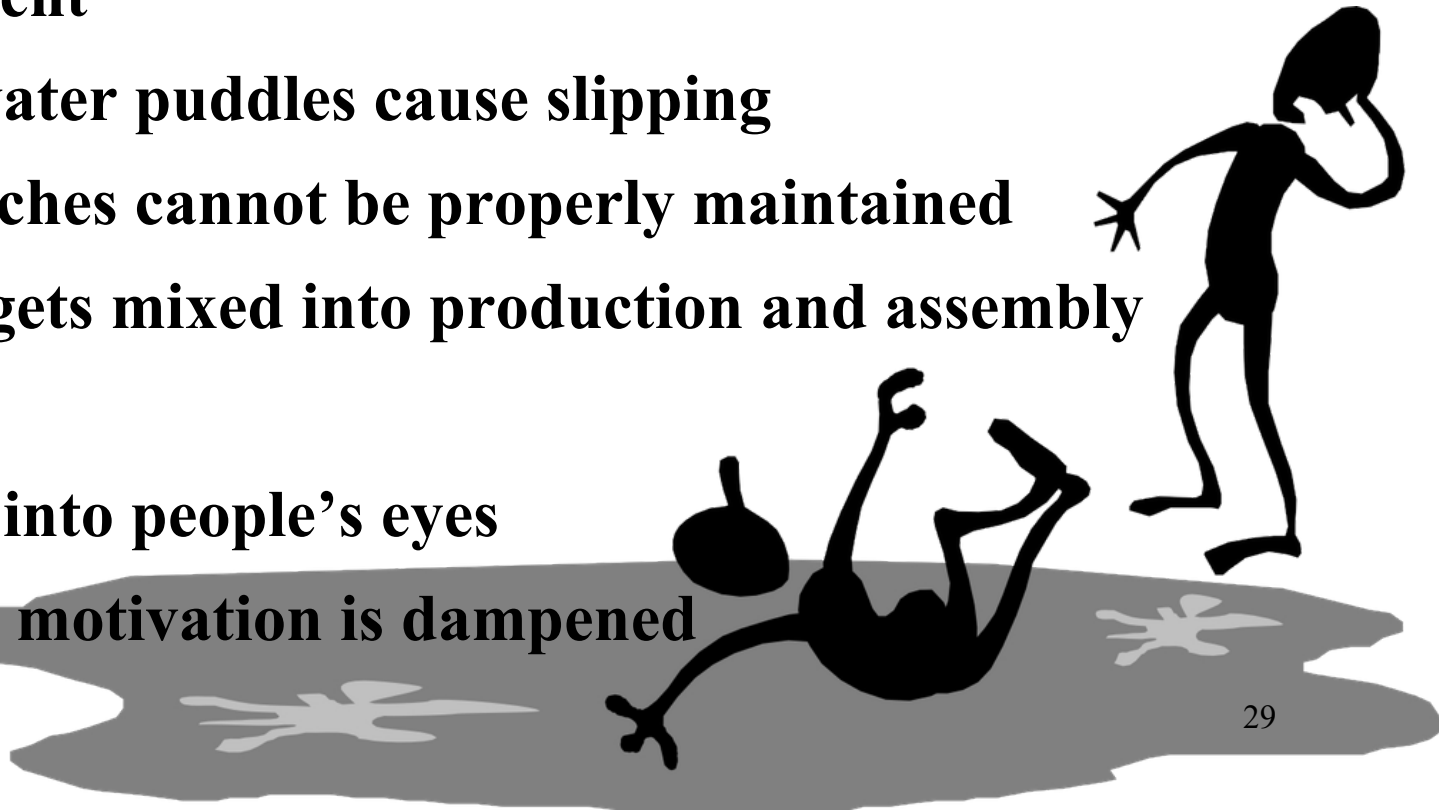


Cleaning (Sweeping: Seiso)

- **This refers to cleaning everything and everywhere and keeping them clean at all times.**
- **If the materials used are dirty, or if the equipment constantly causes problems is lost.**
- **Everything must be kept in top condition and be ready for use when needed.**

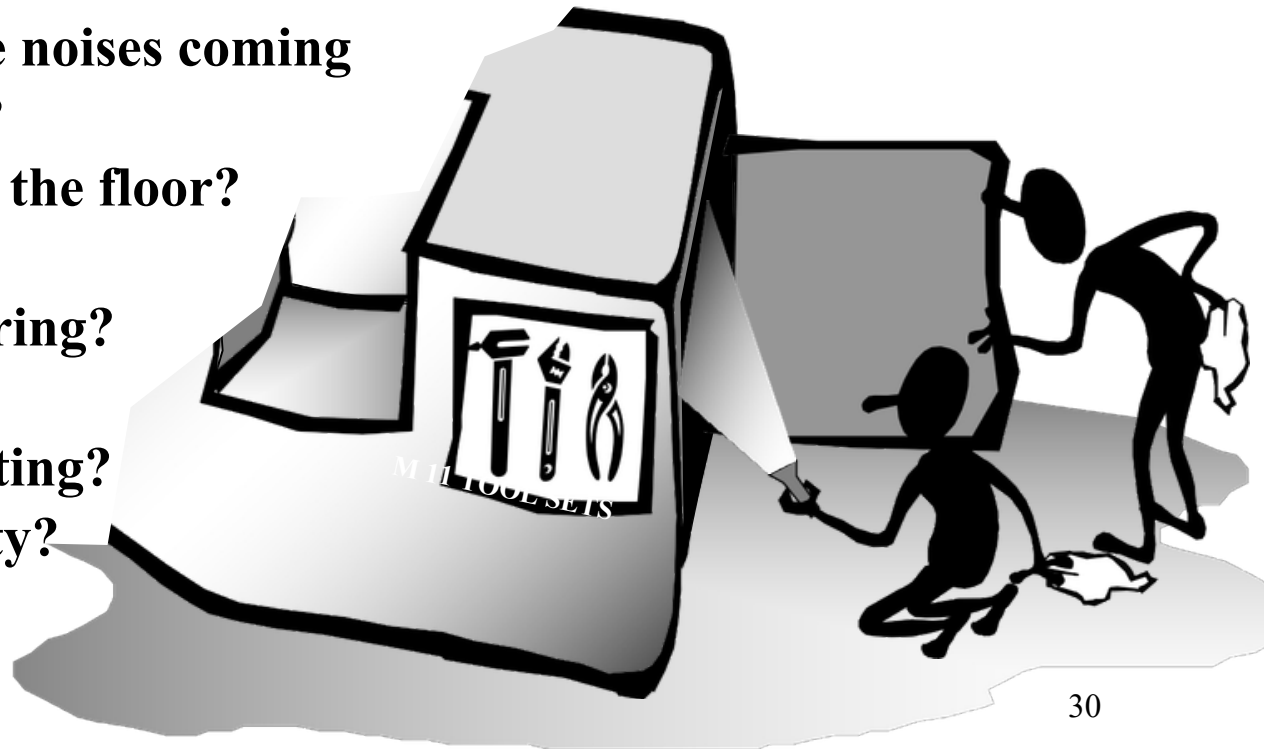
Without cleanliness, the following problems arise

- **Light does not enter through a dirty window**
- **Defects cannot be seen in a dark and dirty environment**
- **Oil and water puddles cause slipping**
- **Workbenches cannot be properly maintained**
- **Sawdust gets mixed into production and assembly lines**
- **Dust gets into people's eyes**
- **Workers' motivation is dampened**



Inspection and maintenance as part of cleaning

- Once daily and periodic cleaning becomes a habit, systematic inspection procedures can also be incorporated into the cleaning procedures
- Are nuts and bolts loose or missing?
- Are the V-belts loose or broken?
- Are there any strange noises coming from the workbench?
- Are there oil leaks on the floor?
- Are there any loose connections in the wiring?
- Are the gauges dirty?
- Is the engine overheating?
- Is the workbench dirty?

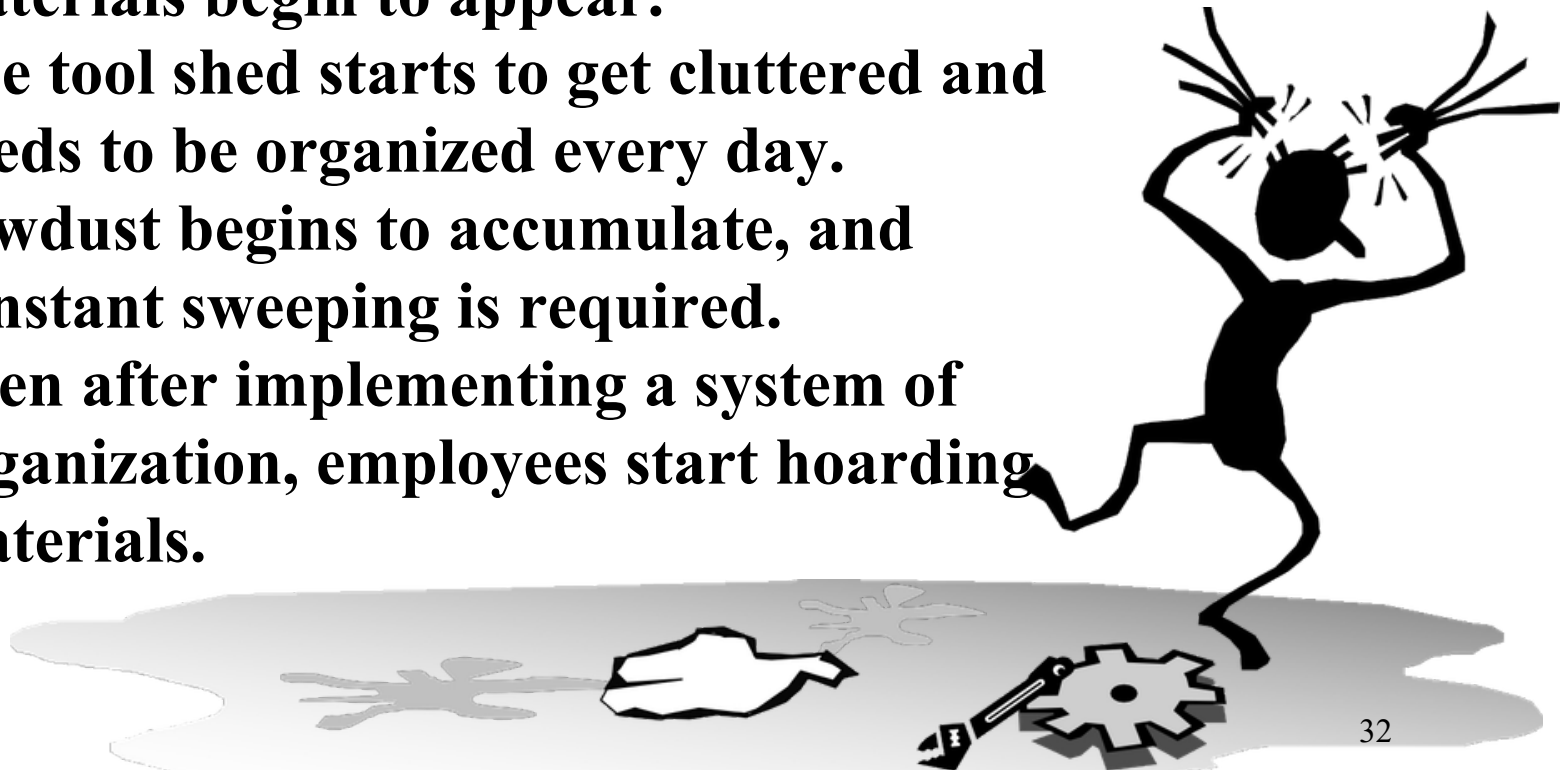


Perseverance (standardized as Seiketsu)

- **It means keeping tools, equipment, facilities, work areas, and hallways consistently and safely organized, orderly, and clean.**
- **If conditions revert to their previous state, what is the point of the organization, order, and cleanliness remain?**
- **Perseverance is the element that unites order, organization, and cleanliness into a single whole.**

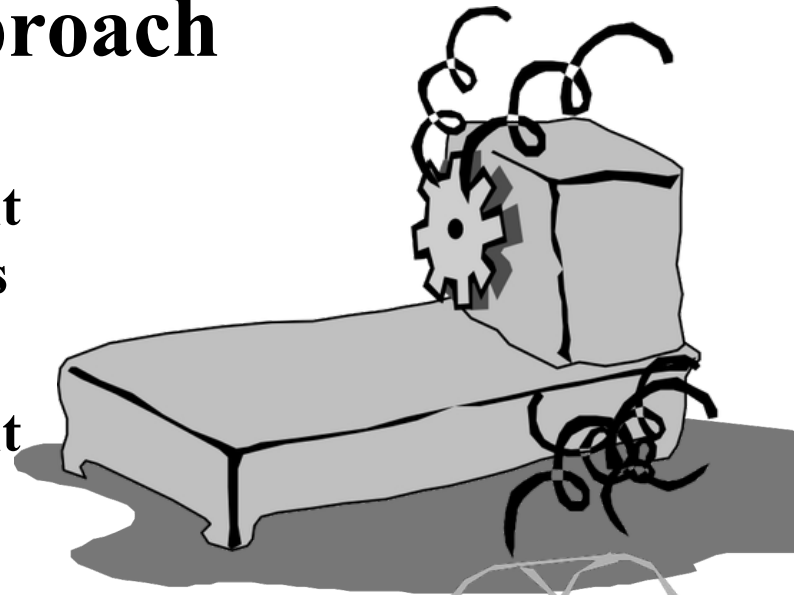
Without perseverance, the following problems arise

- **Conditions revert to their previous, undesirable state.**
- **By the end of the day, piles of unnecessary materials begin to appear.**
- **The tool shed starts to get cluttered and needs to be organized every day.**
- **Sawdust begins to accumulate, and constant sweeping is required.**
- **Even after implementing a system of organization, employees start hoarding materials.**



Preventive Approach

- Taking preventive measures to prevent the accumulation of unnecessary items (preventive organization)
- Taking preventive measures to prevent the established order from being disrupted (preventive organization)
- Taking preventive measures to prevent areas from becoming dirty (preventive cleaning)
- If problems persist despite everything, it is necessary to get to the root of the issue. To do this, ask the “5 Whys” and “1 How” questions.

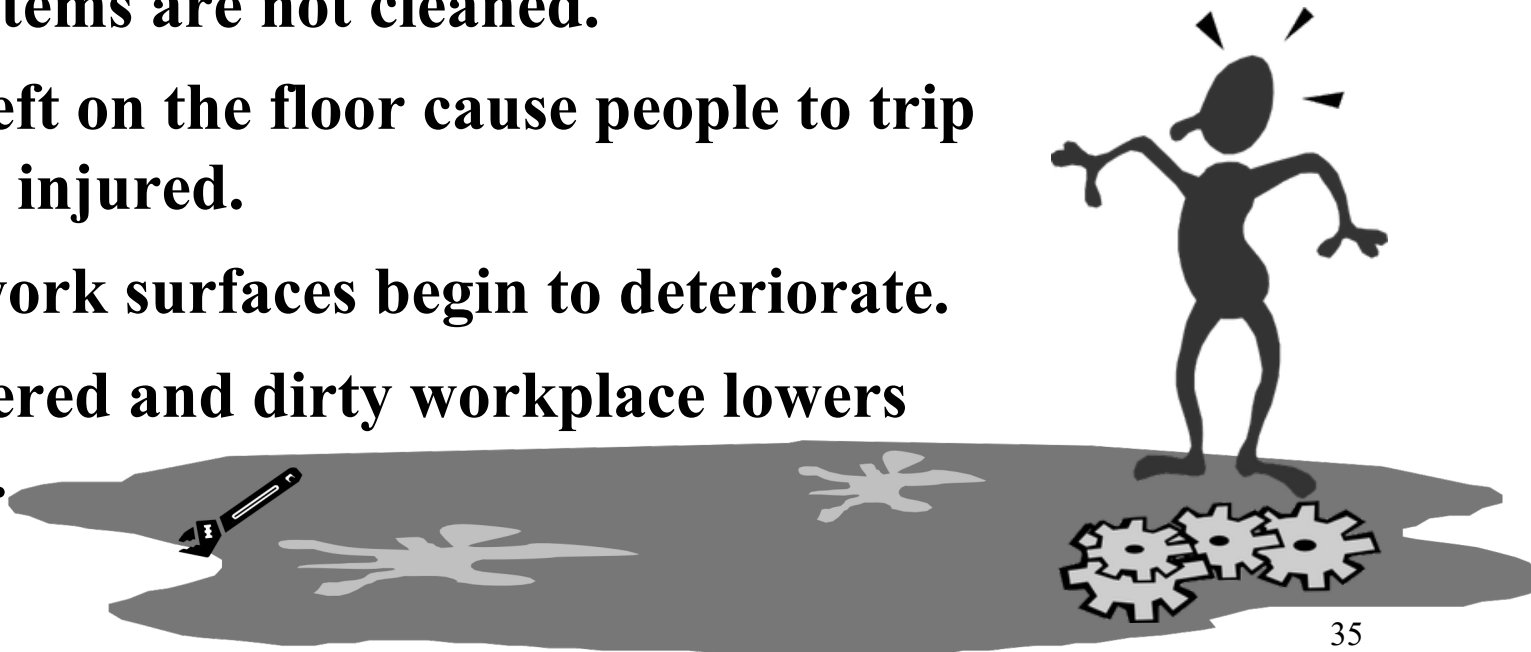


Discipline (Sustained: Shitsuke)

- **It refers to the habit of consistently following the correct procedures in the proper manner.**
- **Standards and procedures related to order, organization, and cleanliness are of no use.**
- **Discipline, even in our daily lives, means persisting in an action we've decided upon with inner resolve, to persist in an action we have decided upon.**

Without discipline, the following problems arise

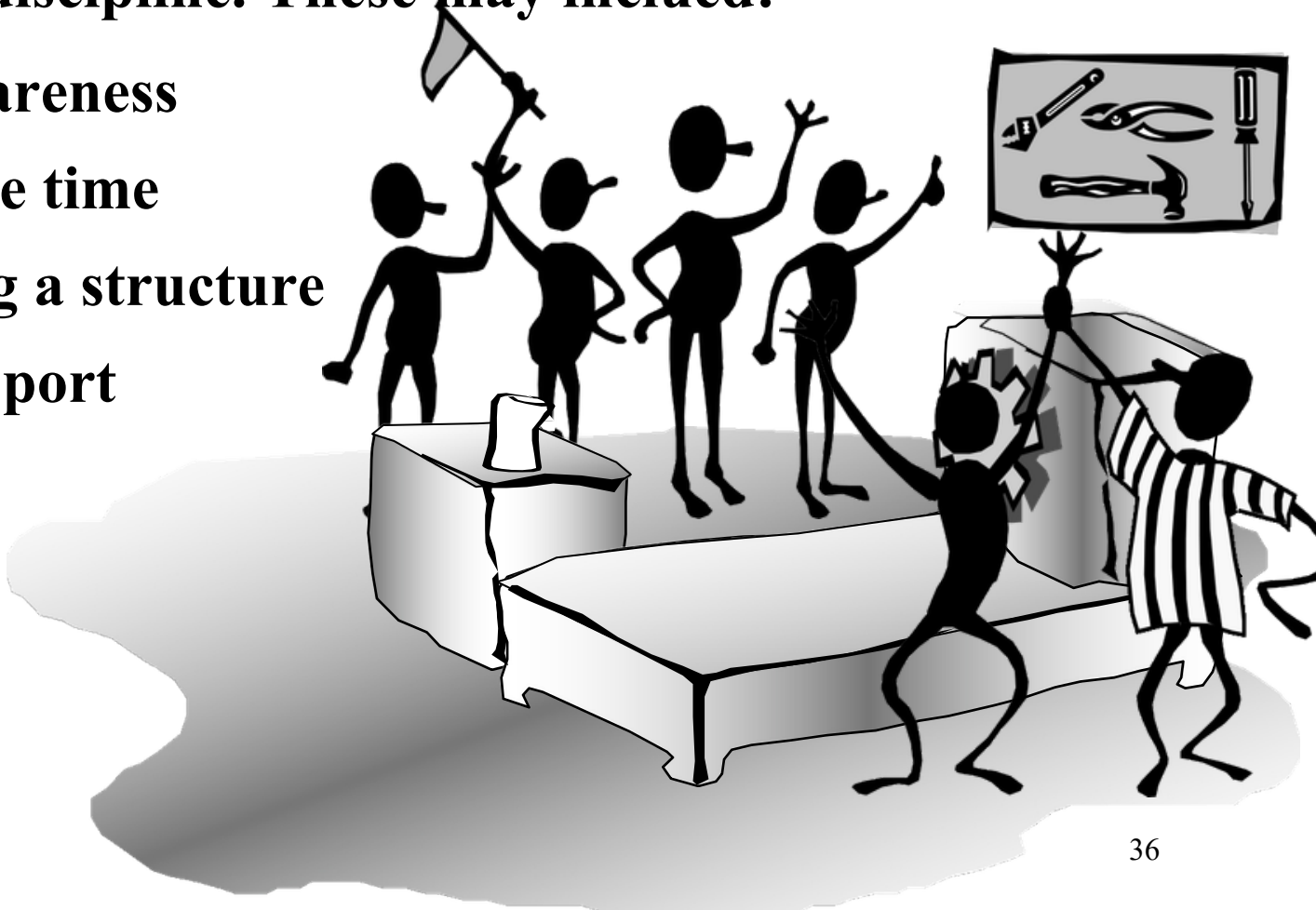
- **Tidied-up items start to pileup again.**
- **Even in a well-planned system, items are not put back in their place after use.**
- **Soiled items are not cleaned.**
- **Items left on the floor cause people to trip and get injured.**
- **Dirty work surfaces begin to deteriorate.**
- **A cluttered and dirty workplace lowers morale.**



How should this be implemented?

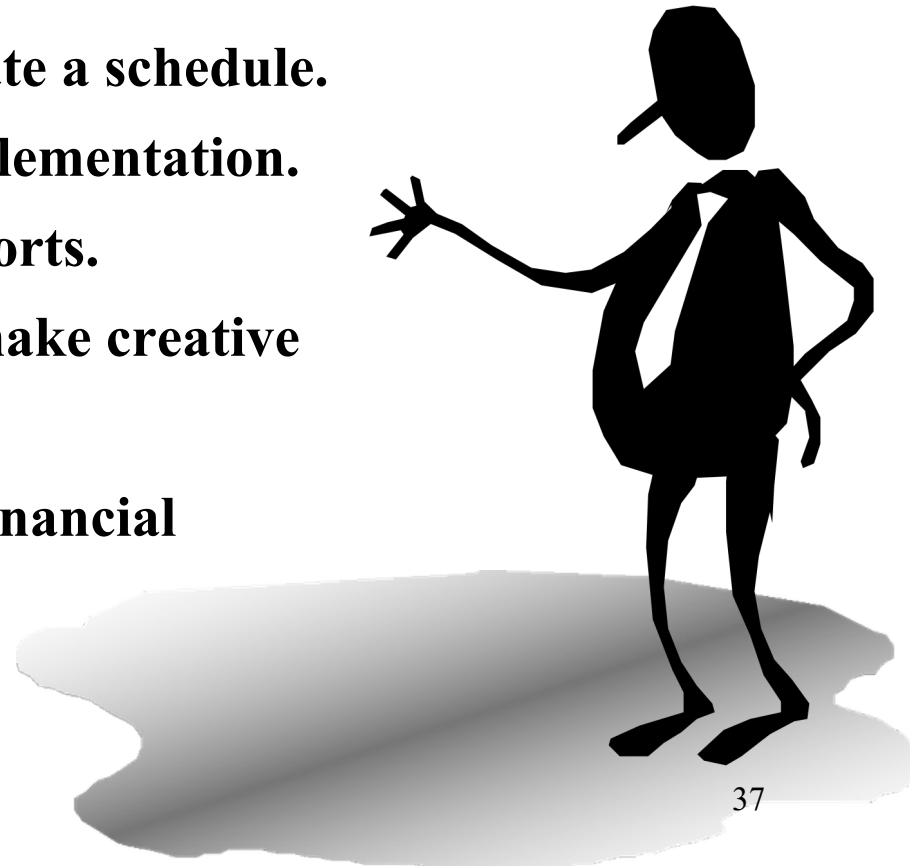
You and your factory can create conditions that encourage discipline. These may include:

- **Raising awareness**
- **Setting aside time**
- **Establishing a structure**
- **Receive support**
- **Reward**
- **Excitement**



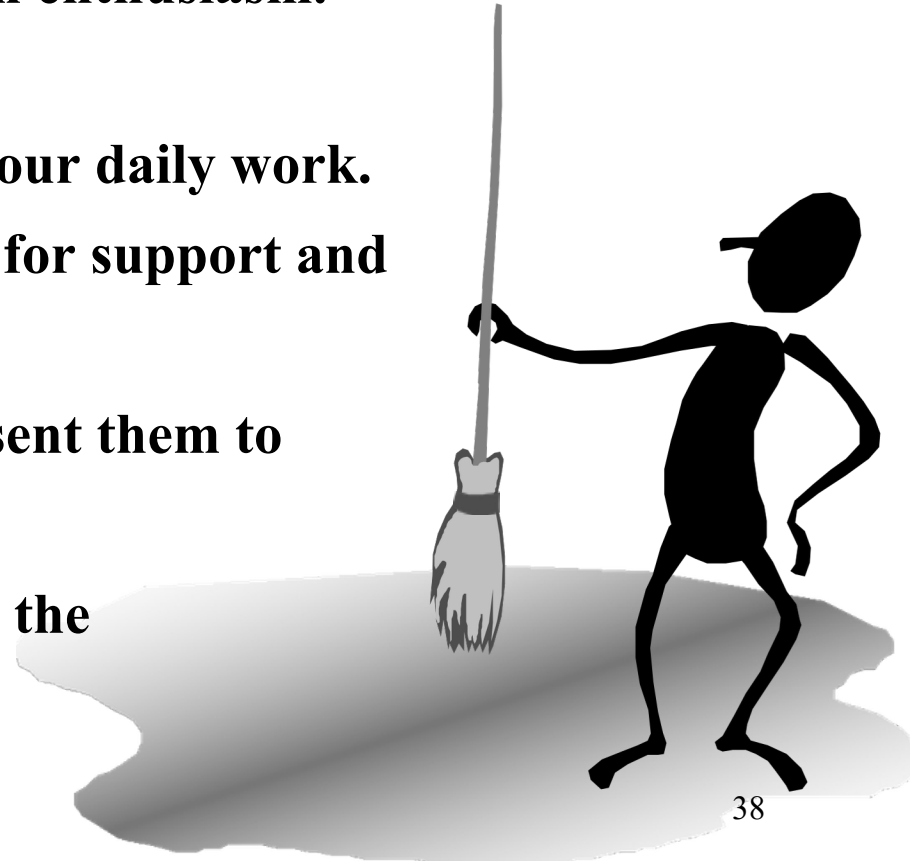
The role of management

- **Train yourself and your coworkers on the 5S concepts and techniques.**
- **Form 5S implementation teams.**
- **Set aside time for 5S and create a schedule.**
- **Allocate resources for 5S implementation.**
- **Recognize and support 5S efforts.**
- **Encourage all employees to make creative contributions.**
- **Establish financial and non-financial rewards for 5S efforts.**
- **Encourage 5S efforts.**



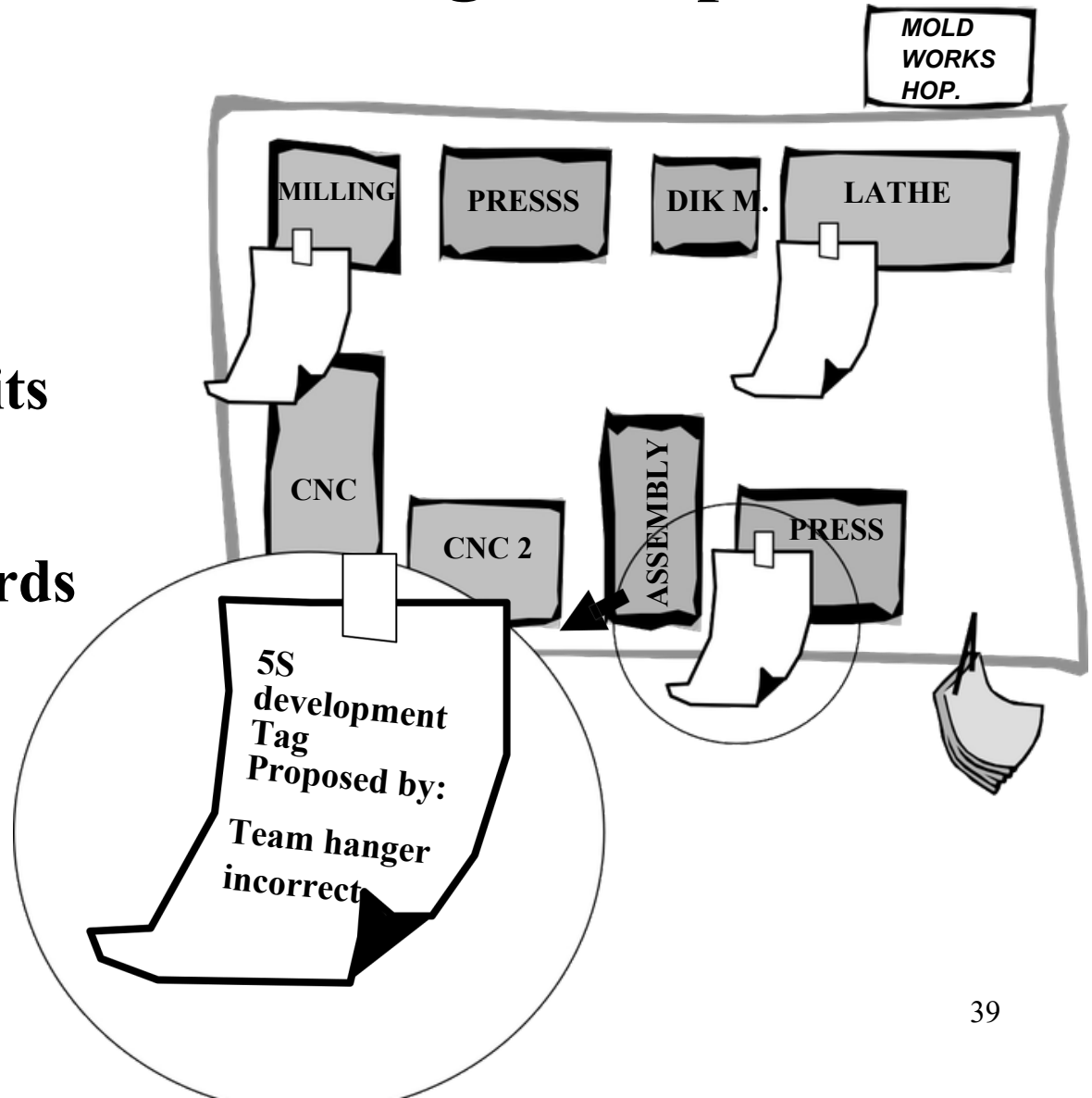
Your role

- **Learn more about 5S practices.**
- **Help train your coworkers on the 5S program.**
- **Implement the 5S program with enthusiasm.**
- **Encourage 5S efforts.**
- **Make an effort to apply 5S in your daily work.**
- **Ask your workshop supervisor for support and resources.**
- **Develop creative ideas and present them to supervisors.**
- **Support the 5S initiative across the entire factory.**



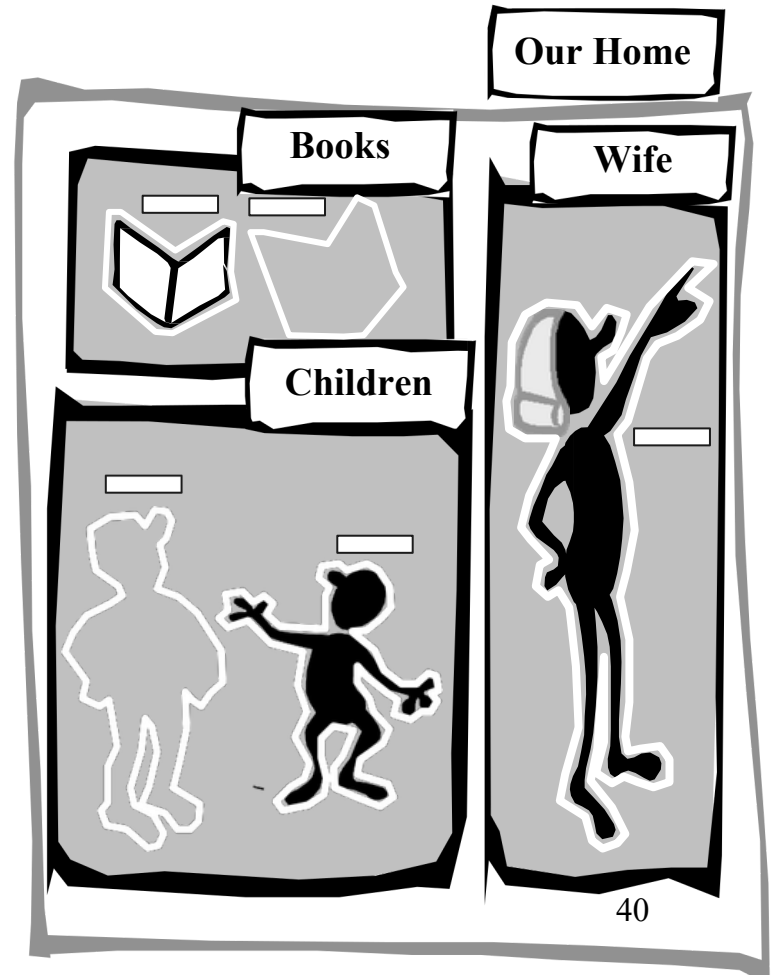
Techniques to encourage discipline

- 5S slogans
- 5S posters
- 5S photo exhibits
- 5S newsletters
- 5S bulletin boards
- 5S visits
- 5S months



Final Thoughts

- While it's up to you to decide how to apply what you've learned from this program, the best place to start is at home.
- You can start by developing an action plan.
 - What can I put into practice right away at work?
 - What can I put into practice right away at home?
 - How can I get others involved in my home?



- **At a third-rate workplace;**
 - **Employees throw trash on the floor, and no one picks it up and puts it in the trash can.**
- **At a second-rate workplace;**
 - **Employees throw trash on the floor, but there are also those who pick it up and put it in the trash can.**
- **At a first-class workplace;**
 - **No one throws trash on the floor, but whoever sees trash on the floor picks it up and puts it in the trash can.**

THANK YOU ALL FOR LISTENING WITH SUCH INTEREST

