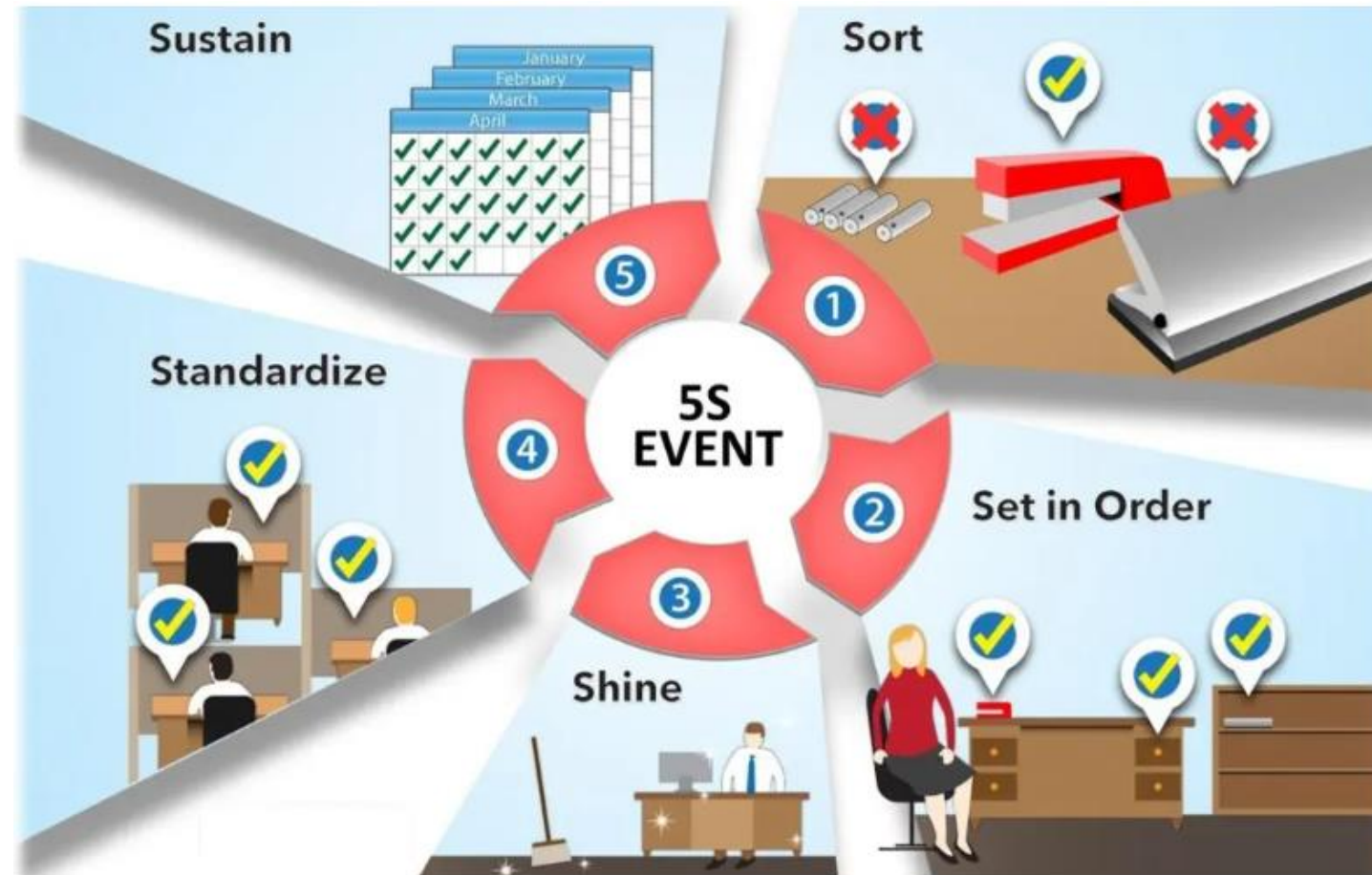# 5S Methodology

5S LEAN WORKPLACE

1. SORT
Keeping only what is necessary and discard everything else - when in doubt, throw it out.

2. SET IN ORDER
Arranging and label only necessary items for easy use and return by anyone.

3. SHINE
Keeping everything swept and clean for inspection for safety and preventative maintenance of equipment.

4. STANDARDIZE
The state that exists when the first three pillars or "S's" are properly maintained.

5. SUSTAIN
Making a habit of properly maintain correct procedures.

What is 5S?

5S is a workplace organisation that uses a list of five Japanese words: Seri, Seiton, Seiso, Seiketsu and Shitsuke. Translated to English, they can be summarised as Sort, Set in order, Shine, Standardise, and Sustain. The methodology is often applied in manufacturing, but is also valuable in various organisational contexts to enhance productivity and working conditions.

- **Sort (Seiri):** This involves organising the workplace by removing unnecessary items and keeping only essential tools and materials.

- **Set in order (Seiton):** This step ensures that everything is organised and each item has a designated place to minimise the time spent looking for them.

- **Shine (Seiso):** This emphasises the cleaning and maintaining of the workplace to ensure that everything is in good working condition.

- **Standardise (Seiketsu):** This step involves creating consistent approaches and procedures for tasks and organising strategies to ensure that the first three S's are conducted regularly and efficiently.

- **Sustain (Shitsuke):** This involves maintaining and reviewing the standards. By creating norms and self-discipline among workers, it ensures that procedures are followed over time.

The 5S system aims to eliminate waste, improve quality and efficiency, and create a safer and more productive work environment.

5S in the lab

- Here, the first 3S have been implemented (Sort, Set, Shine)
- The following slides show the Standard conditions each area of the lab should be and the items they contain
- These conditions should be Sustained in the Lab by making sure it looks the same as the images in the following slides at the start and end of the day
- This is the responsibility of everyone in the COREF team as well as people who use the Lab

Breakout Area

x3 Sofas
x1 Small Round Table
x1 Cobot (No unauthorised usage)
x1 Long Table
x6 Stools
X1 Umbrella Stand

Collaboration zone
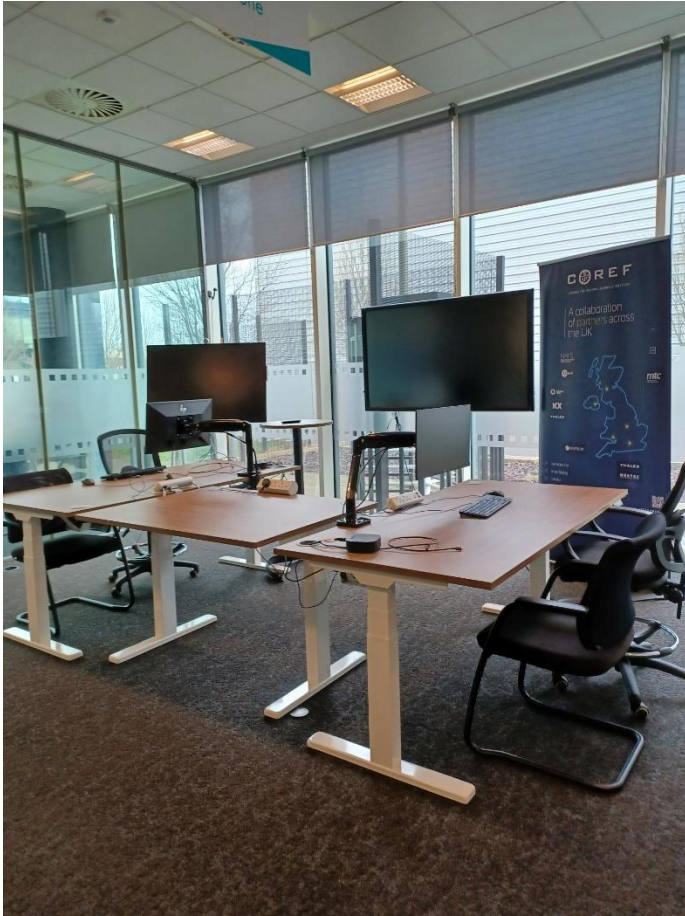
x3 Adjustable Desks (2 long, 1 short)
x2 Monitors
x2 Desk Hubs
x2 Keyboards
x2 Mice
x3 Extension Leads
x2 Desk Chairs
x2 Chairs
x1 Plinth
x1 Surface Hub
x1 Presenting Screen (touch screen)
x1 COREF Banner
x1/2 Double-sided Portable Whiteboard

Desk Working Area

x4 Adjustable Desks (long)
x4 Monitors
x4 Desk Hubs
x4 Keyboards
x4 Mice
x4 Extension Leads
x2 Desk Chairs
x2 Chairs
x1/2 Double-sided Portable Whiteboard

VR Suite

x1 3D Visualisation Active Wall
x1 Long Table
x6 Stools
x1 Surface Hub
x2 Round Standing Tables
x1 Monitor
x1 Keyboard
x1 Mouse
x1 Chair
x1 Locker
x1 Surface Hub
x1 Double-sided Portable Whiteboard

Meeting Room 1

x1 Long table
x8 Chairs
x2 Presenting Screens (TV)
x2 Speakers
x1 Camera
x1 HDMI Cable
X1 Conference Phone
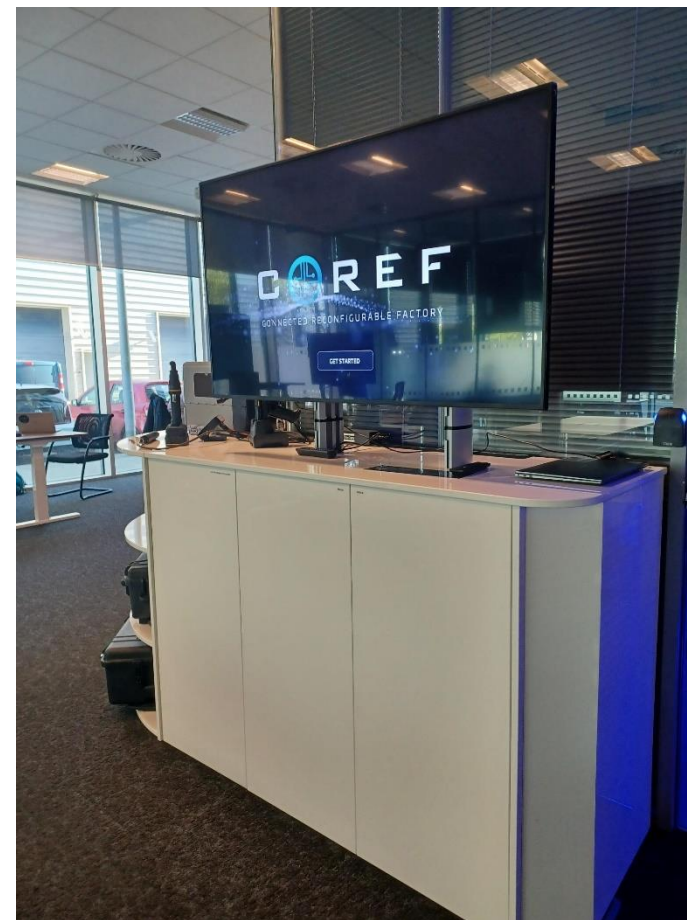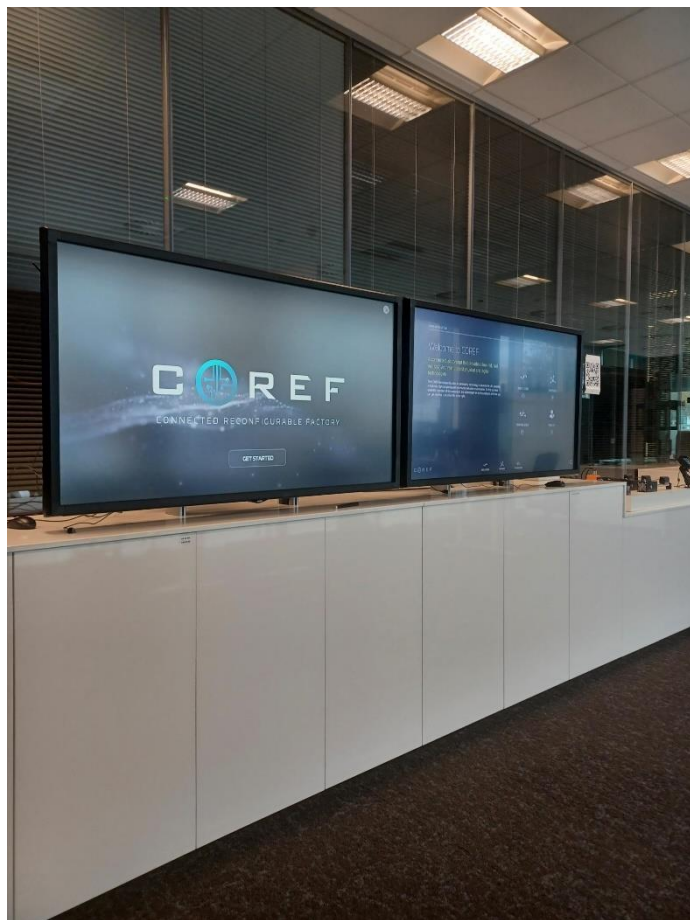x1 Whiteboard

Ideally for 8 people but can fit 10

Meeting Room 2

x1 Presenting Screen (TV)
x1 Adjustable Desk (short)
x2 Chairs
x1 Whiteboard
x1 HDMI Cable

Ideally for 2 people but can fit 3

Screens & Cabinets

Screens & Cabinets

- This area contains 4 screens and 16 cabinet doors
- Some of the cabinet doors have the following labels and houses these specific items:
- AR VR MR / Cameras

- Chargers and Cables

- Stationary

- x3 Snacks

- Laptop and PC Accessories

- X2 Tools

Screens & Cabinets

Its shelves contains:

- TTF (Table Top Factory)

- RFID Label Printer

- x2 Smart Tools

- x9 Ultra WideBand tags (4 sensors in the lab)

- RFID Scanner

- 3D Scanner Pelicase

- VR Headset Pelicase

- COREF pens

Information for COREF Visitors

- General tidiness in the lab
- Booking in areas of the Lab
- Using the screens
- Using the whiteboard
- COREF equipment

General tidiness in the lab

Please clean up after yourselves if you will be using an area of the lab

- Ensure all waste is placed in the bins provided

- Return equipment, cables, tools, tables, etc., to their proper location

- Use the cleaning supplies to wipe down tables and equipment after use

Booking in areas of the Lab

- There are 4 areas that people can book to use:

1. Meeting Room 1
2. Meeting Room 2
3. Collaboration Zone
4. VR Suite
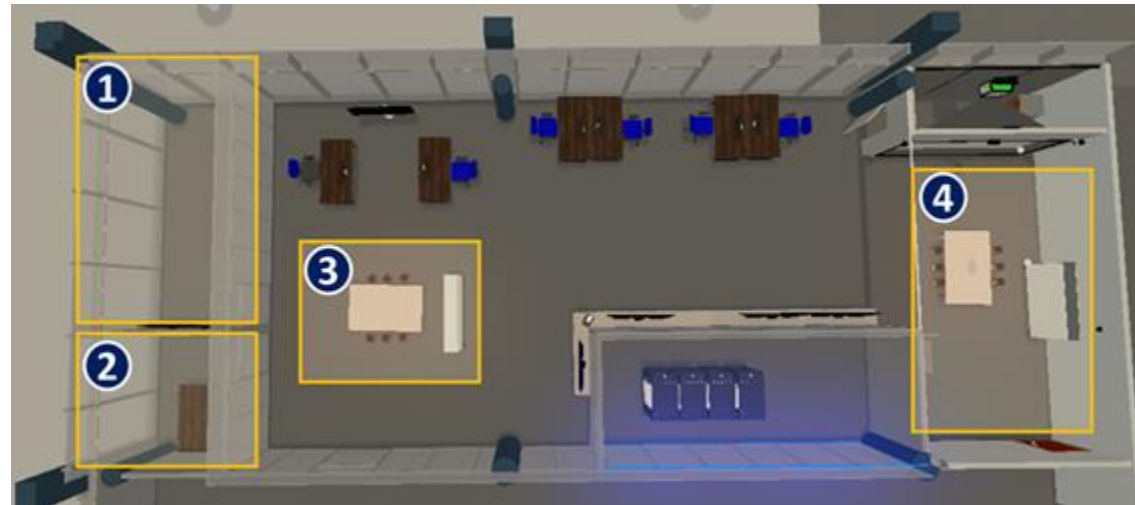
- Email COREF@uk.thalesgroup.com for area bookings
- When leaving please ensure the areas are reset to the standard
- It is important to note that team members will be working in the Lab

Using the screens

1. Turn on the screen and ensure the right output is selected

2. Plug in the HDMI cable to your laptop from the screen you want to use (take one from the cables cabinet if there is none attached to the screen)

3. Select how you would like to use the screen by going on:

Settings -> Display -> Multiple Displays

- 'Duplicate' – if you would like the screen to mirror your laptop

- 'Extend' – if you would like to use the screen as a second display

Once you have used the screens, please ensure that you have reset it to the standard and place everything back where they should be. If you have used the screens outside the meeting rooms (Collaboration zone and screens above the cabinet) make sure to put them back to the COREF screensaver.

Using the whiteboard

There are 2 whiteboards in the lab (one in the Collaboration Zone and one in the VR Suite).

Boards should be wiped clean at the end of the day. If work needs to be retained you must specify this by writing "Please do not clean" + your name + the date to keep until.

If there are no indications that the whiteboards shouldn't be wiped, or the date has elapsed, the boards will be wiped clean.

COREF equipment

The equipment that are able to be borrowed are:

- 3D scanner
- Surface hubs
- Double-sided Portable whiteboard
- Laptop (to access Software that aren't able to be accessed on Thales laptops)
- Camera
- Lighting
- And more…

If you would like to borrow an equipment, please speak to a COREF member or email COREF@uk.thalesgroup.com