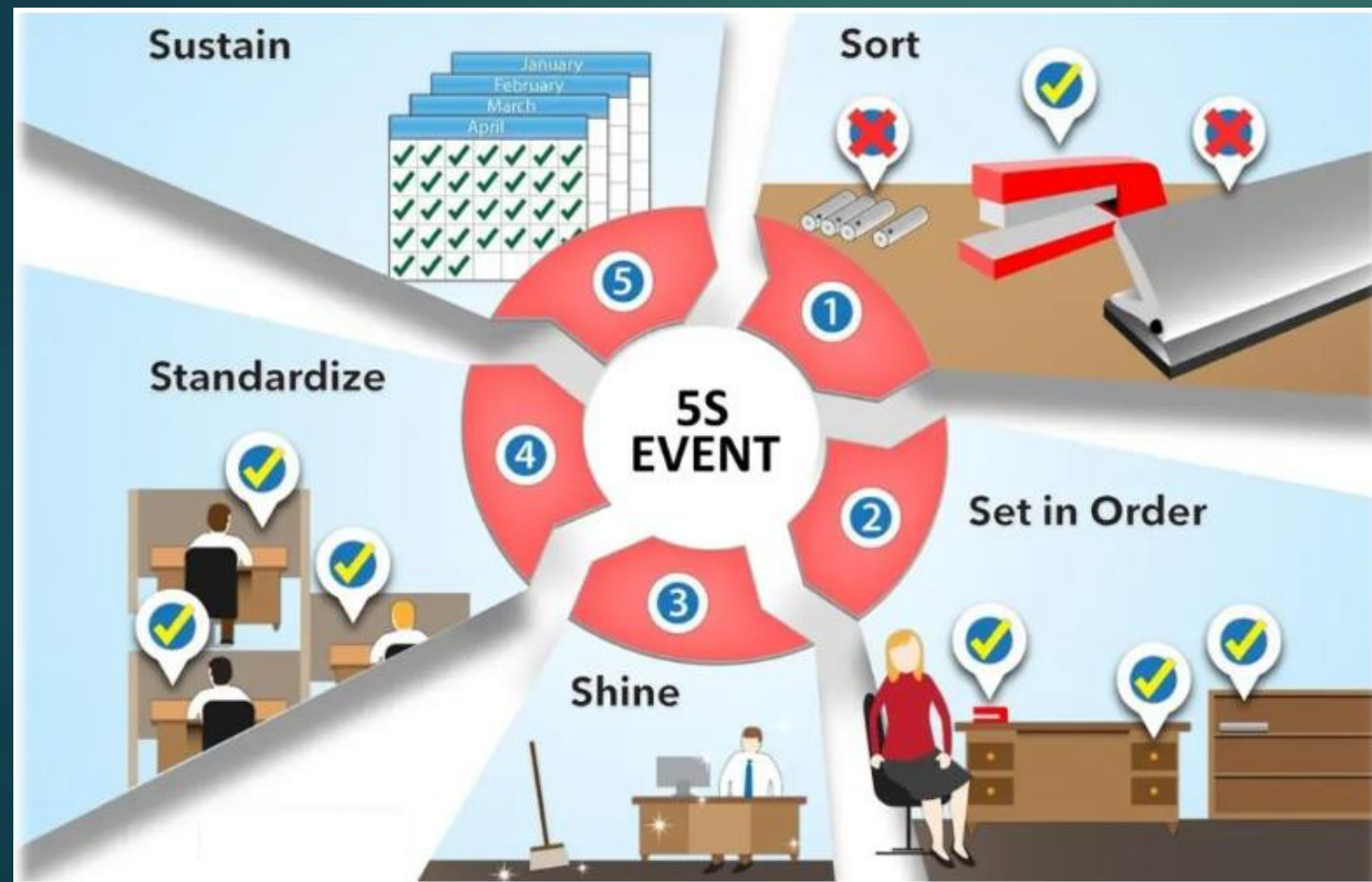


5S Methodology



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.

This lab is a 5S area!

- ▶ What is 5S?
- ▶ 5S in the Lab
 - Breakout Area
 - Cobot Room
 - Collaboration Zone
 - Desk Working Area
 - Meeting Room
 - Screens and Cabinets
 - VR Suite
 - Whiteboard

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 images are the standard conditions that the Lab should be!
- ▶ We should make an effort to Sustain these conditions in the Lab at the start and end of the day.

5S in the Lab - Breakout Area



The sofas can be moved throughout the day but this is the desired layout they should be returned to at the end of the day.

The mini table should be clean at the end of the day.

5S in the Lab – Cobot Room



The Cobot will be operating during the day and overnight Monday – Thursday.

The first person in on a Monday should ensure the Cobot is operating its movements.

The last person to leave the lab on Thursday should ensure the Cobot is switched off for the weekend.

5S in the Lab - Collaboration Zone

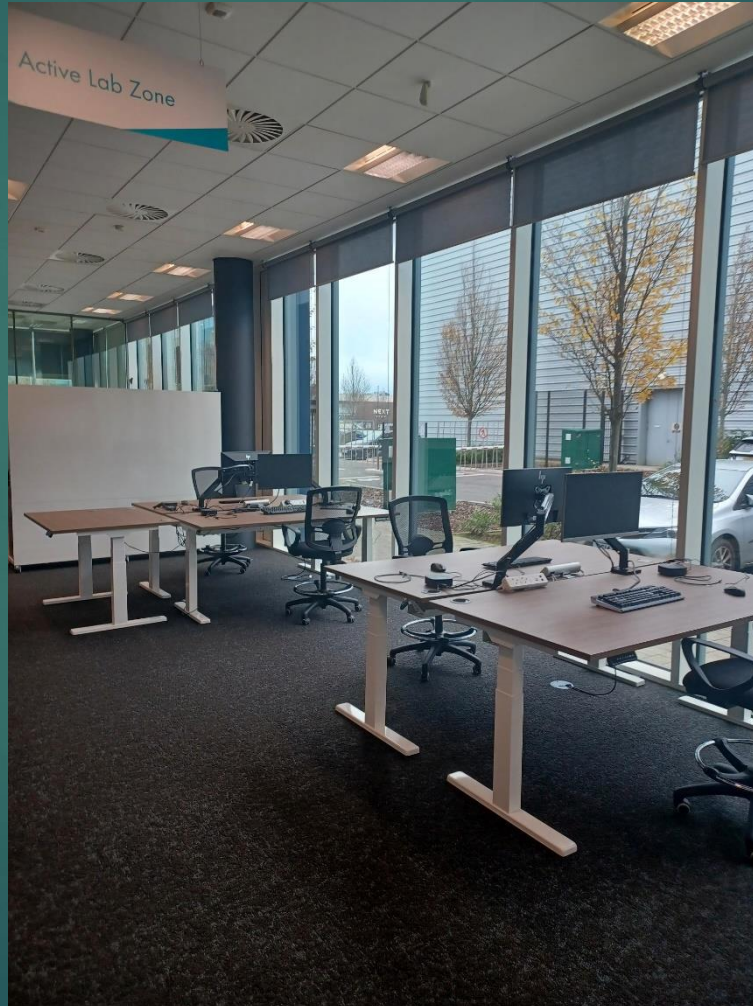


The tables and chairs can be moved about during the day but at the end of the day they should be moved back to this standard layout.

There are cleaning supplies on the table in which it is the responsibility of the people using the area to ensure that the table is clean after use.

A screen is available for use and the HDMI cable should be returned to its original place after.

5S in the Lab – Desk Working Area



The height of these desks are able to be adjusted. Ensure that the desks are all level at the end of the day (by pressing option 1 on the controls).

It is the responsibility of the person using the desk to make sure that their area is clean and tidy at the end of the day.

The tables should not be moved around unless there is an event to cater for.

5S in the Lab – Meeting Room



The meeting room is able to be booked by any Thales employee in the Crawley site and we must make sure that they are aware of cleaning up after themselves (having the relevant signs up).

At the end of the day, ensure that the room is similar to the standard in the images shown.

5S in the Lab – Screens and Cabinets



5S in the Lab – Screens and Cabinets



At the start of the day, ensure all the TV screens are turned on and displaying something COREF related.

The cabinets are labelled in accordance to the items they contain.

To open a cabinet, press on the area of the label.

Make sure to close the cabinet once you have taken/returned an item.

5S in the Lab – VR Suite



After demonstrating a technology we have in the lab, it is our responsibility to pack everything away and in its proper storage location.

The Surface hubs can be moved around in the lab throughout the day, but will need to be in its charging location in the VR Suite at the end of the day.

5S in the Lab - Whiteboard



There are 2 whiteboards in the lab.

They should be wiped clean at the end of the day, unless otherwise specified.

If there are no indications that the whiteboards shouldn't be wiped, the person in the morning has permission to wipe the boards clean.