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What is 5S?

- 5S is a method of organizing working place to make it safe, efficient and effective. The goal of 5S is to create a clean, uncluttered environment that allows people to do their jobs without wasting time, while also lowering the risk of injury.

Sort

- The first step in the 5S process is Sort, or "seiri," which translates to "tidiness." The goal of the Sort step is to eliminate clutter and clear up space by removing things that don't belong in the area.

- Clearing out unnecessary materials in step 1 (Sort) will provide the space needed to organize the important items in step 2 (Set In Order).
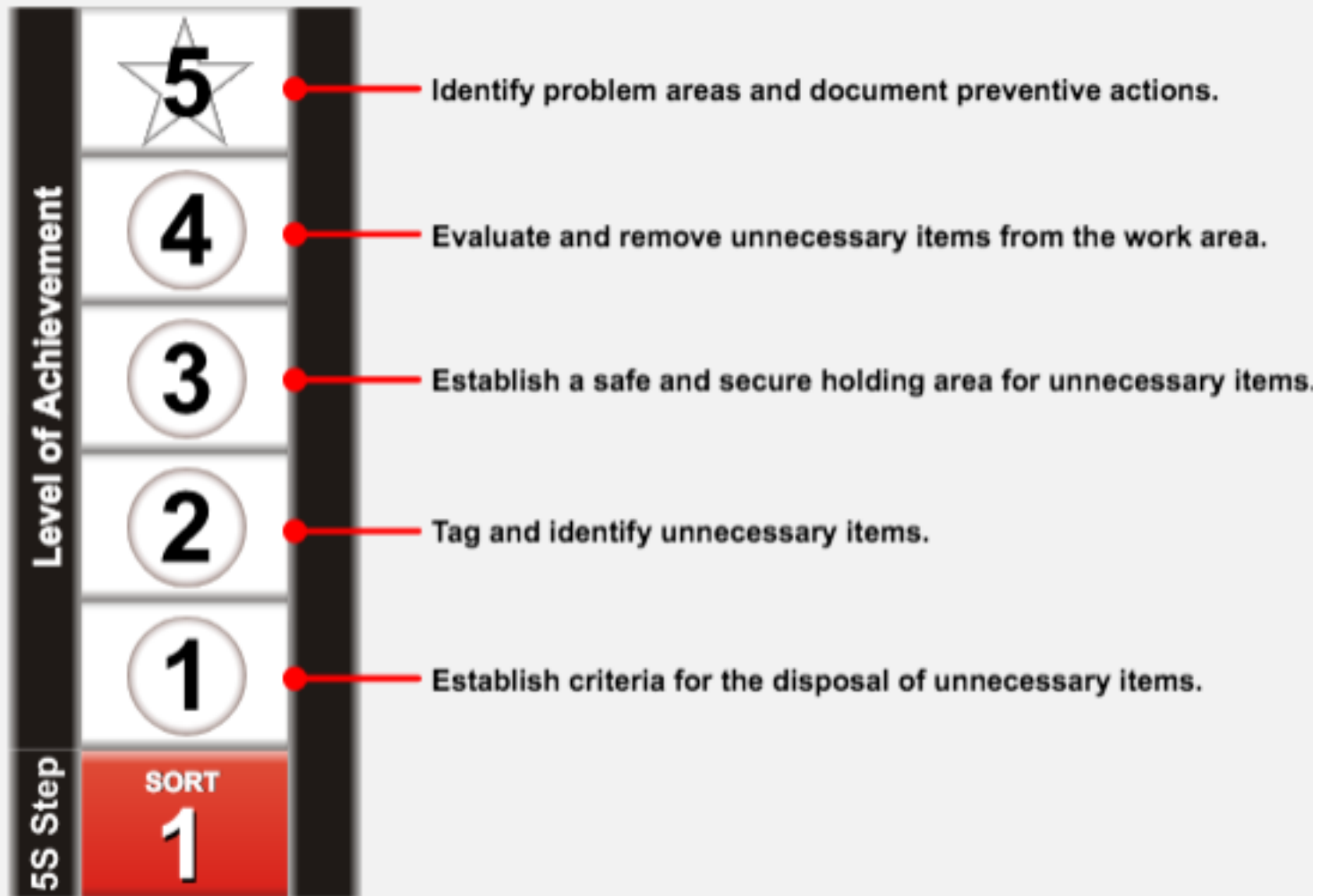
Sort will help get rid of problems such as:

Wasted time looking for parts, tools, and products

Stockpiling unnecessary and expensive inventory

Safety hazards resulting from clutter

Level of Achievement

5 — Identify problem areas and document preventive actions.

4 — Evaluate and remove unnecessary items from the work area.

3 — Establish a safe and secure holding area for unnecessary items.

2 — Tag and identify unnecessary items.

1 — Establish criteria for the disposal of unnecessary items.

5S Step

SORT 1

Key actions

Step 1: Establish criteria for disposal

- The first step consists of establishing criteria for the disposal of unnecessary items.
- In a team effort, the objectives are to sort items based upon how often you used them and then remove all items that are broken or have no value for the job.

The frequency of use is a key indicator for this step as it allows to determine the storage location of these items.

Furthermore, it is important to take into account personal items. Employees have to be reasonable about them as that can cause safety and quality problems.

Step 2: Tag and Identify unnecessary items

- After having establish the criteria, the idea is to tag unnecessary or broken items.

- After tagging these unnecessary items, the next step is to evaluate them in order to decide whether we must discard them or store them.

Step 3: Establishing a secure holding area

- Preparing for Training and Facilitating

Before entering work floor proper guidance to be given for all workers

About Machinery tools, Electrical Equipment's, Were these to be placed . Mentioning about Green zone and Red zone, What to mention on Tag and where to secure them.

- Securing the place, allowing people with work permits, proper check lists are important for this area, following safety precautions.

- Tagged items to be changed as per work considered, they have to be maintained by Production Incharge or Maintenance Officer.

Step 4: Evaluate and remove unnecessary items from the work area

Evaluation is the process of deciding which items can be salvaged, recycled or discarded by Supervision and management

1 Members of the 5S team will go through the workplace and attach a red tag to anything that is not needed at a workstation and remove it to the sorting area

Anything that has not been used in the past 30 days should be removed. A red tag does not mean an item needs to be thrown away it just means an item is not needed where it is. Out-of-place items should be tagged and removed. They can be put where they belong once they reach the sorting area.

Information on the red tag should include:

Date / Item description /Location /A reason for the tag such as scrap, not required, defective, obsolete and other with an explanation of what other is / A tag number so it can be logged

2 In the sorting area there are three dispositions rules for red tagged items.

- The item needs to be discarded because it is no longer needed
- The item is out of place and needs to be put in its designated area
- The item is needed to do the work and should go back to the workstation it came from

3 At the end of each sort event the 5S team and management should meet to review the event.
If excesses of parts or supplies is found, we should look at the ordering system.
Consider implementing a Kanban flag system to improve inventory management and cut costs.

Step 5 : Identify problem areas and document preventative actions

- Using the criteria ion of products, one should be able to identify the problem sector in the process which will reduce the reoccurrence of the problems in the working process.

- Long term cost and risk are weighted against the action taken to prevent a problem from occurring again, based on the understanding of the product process.

- Preventative actions will address inadequate "Conditions" which may result in nonperformance's.

Conclusion

- The Sort phase is the first step to making more effective use of space by clearing out hazardous items and clutter that distracts from doing the job.

- It is important to be vigilant and ruthless; the only items that should be kept are the ones absolutely needed for the job or a process to be completed. Doing this first step correctly will lay the groundwork for 5S and provide a blank slate to ensure a successful implementation of the 5S model.