

Lean Thoughts

Inspired People

Robust Processes

Lean Operations

5S – The Foundation Tool of Lean

Simply put, 5S means “Get Organised”. There is no point attempting to create Flow or Pull through a workplace constipated with excessive parts, tools and equipment. Where people search for the tools they need to do their job and where there is no standard of self discipline within the work team.

5S is perhaps the simplest of the lean techniques and an ideal starting point for any company wishing to embark on the journey towards being lean. Many people consider the 5Ss to be ‘just tidying up’ the factory, but to implement it properly, there is much more to do!

The 5Ss are Japanese words:-

- Seiton**, which translates to **SORT**
- Seiri**, which means **SET IN ORDER**
- Seiketsu**, meaning **SHINE**.
- Seisi**, translates as **STANDARDISE**
- Shitsuke**, meaning **SUSTAIN**

Simply, this can be translated to mean :-
Everything should be in the correct place , all the time, in a clean environment.

5Ss Concepts

- All plant and machinery is always clean and the operators care for their own equipment
- Floors are free from oil and other hazards
- The work area is clear of unwanted equipment, tools or work pieces
- Aisles and ‘no go’ areas are clearly marked and free from obstructions.
- Visual factory where everyone can see what needs to be done, when and how it needs to be done at a glance.
- Store tools on tool boards, not the bench or the floor.
- Store components tidily in racks.
- Eliminate work in progress.
- Clean up after yourself (Unless you brought Mum to work with you today). Cleaning is not a special event.

Another fun thing to try ... forwarded by Rishi Ghuldu at Barrick Gold

INTERESTING!

Hi ,

Open Microsoft Word and type :

```
=rand (200,99)
```

and then HIT ENTER

This is something pretty cool...!
Worth a check..! try it..!

At Microsoft the whole team couldn't answer why this happened and they added a prize of \$1,00,000 to the person who could answer this...

Try it out yourself...

Bill Gates still doesn't know why it happens, it was discovered by a Brazilian. Just test it...

Best Regards,

Rishi..

Thoughts That Make You Go Hmmm... On Moose-on-the-Table Issues

"I sat at a table where rich food and wine were in abundance, and obsequious attendance, but sincerity and truth were not; and I went away hungry from the inhospitable board."

- Henry David Thoreau, *Walden*

"One of the greatest challenges a leader faces at the height of his or her career is not simply allowing people to speak the truth but actually being able to hear it."

- Warren Bennis

"The best servants of the people, like the best valets, must whisper unpleasant truths in the master's ear. It is the court fool, not the foolish courtier, whom the king can least afford to lose."

- Walter Lippman

Visit Jim Clemmer's leadership site at www.clemmer.net to understand about the "moose"

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