

# 5S Workplace Organisation

**“Every so often I loose the plot and don't know where to begin”**

The workplace is often so full of work in progress and/ or documents, tools, etc. that it is difficult to determine where and with what to begin. Searching, delay, industrial accidents and long training periods for new employees are the result of a non-transparent process. This is caused by, among other things, the presence of unnecessary materials, gear and equipment that has no assigned location and the lack of a standard working method. Deviations from the process are not visible or are visible too late. This leads to reduced productivity, quality and motivation.

## **Workplace organisation in five steps**

5S is a technique that describes the route to a friendly stimulating workplace in which deviations are immediately visible. This is achieved in the following five steps:

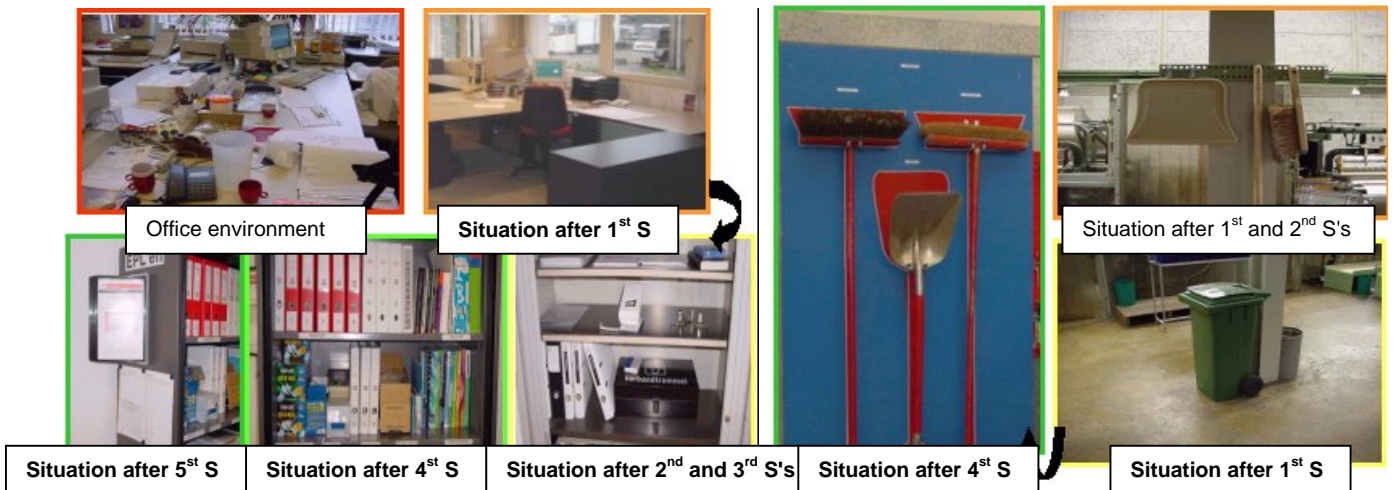
1. **Sort**
  - No unnecessary materials at the workplace.
2. **Set in order**
  - Everything has a fixed location and volume.
3. **Shine (inspect)**
  - Everyone can at a glance see, take and replace what is needed for the process
  - Deviations are made visible by cleaning up and clearing up.
4. **Standardise**
  - Get the process under control by executing everything according to a fixed agreement
5. **Sustain**
  - Everyone demonstrably keeps to the standard until there is a better one.

## **Results of the 5S workplace organisation**

5S workplace organisation is the basis for improvement processes within the framework of WCM, such as TPM, TQM, Six Sigma and JIT. The results of 5S are quickly visible and lead to a stimulating and friendly workplace and a transparent process. Good 5S implementations have a great power to motivate. As a result of a standardised workplace, it is easier to deliver a product with constant quality to your customer.

A 5S workplace is characterised by:

- There is nothing unnecessary
- Perfectly clean
- Minimum and simple paperwork
- A maximum of 30 seconds search time
- Clear standard working methods
- Deviations from the standard visible at a glance



**example of 5S in the office**

**example of 5S in the factory**

## The role of Blom Consultancy

- 2-day 5S training
  - 5S theory and examples
  - 5S simulation game aimed at gaining insight into workplace organisation and team building
  - Implementation of 1<sup>st</sup> S: Sort at the workplace
  - Present improvement proposals to the management
- Practical coaching of the structured implementation

## More information?

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