

Lean Operations Primer Part 2

by Bill Drexler

Part 1 of this article was in our last issue, August 08. If you did not get a chance to read this, let us know and we will gladly send a copy to you.

The 5-S Process is a process for cleaning and organizing your workplace. The 5 S's are: Sort, Set in Order, Shine, Standardize and Sustain.

- ◇ Sort necessary from unnecessary items, Store items used frequently near or at the work area and items used infrequently away from the work area.
- ◇ Set in Order by arranging all necessary items. Designate a place for everything and everything is put in its place.
- ◇ Shine. Keep the area clean on a continuing basis
- ◇ Standardize the guidelines. Remember to develop schedules and checklists, evaluate the areas periodically and continually improve.
- ◇ Sustain the discipline of organization. Practice and repeat until it becomes a way of life. Always look for ways to improve.

As always, the first step is to create an Action Plan.

1. Objective: Eliminate all waste in my company
2. Timetable: Start today and do it continuously.
3. Method: Attend the Kraft Associates/ODA Lean Operations workshop. Implement the use of the Lean Tools
4. Measurement: Improved profit
 - Shorter lead times
 - Quicker response times
 - Less rework
 - Happier Customers
 - Happier Owners