

## **5S LAUNCH GUIDE**

### **Develop Your Plan - SUMMARY OF STEPS**

- Get a two inch 3 ring binder to store all of the project documents
- Determine which area to implement 5S
- Complete the Project Charter
- Make a list of the tools and supplies you'll need
- Inform all other departments about your implementation plan
- Take plenty of “before” pictures

### **Train The Team - SUMMARY OF STEPS**

- Use the what, why, where, when, how format to explain what it’s all about
- Go through the PowerPoint presentation
- Watch 5S video
- Play the 5S Nuts and Bolts Game
- Conduct a Q&A Session with the Team
- Capture Team ideas

### **Sort - SUMMARY OF STEPS**

- Write in the names of the people that attended the event
- Review the benefits of Sort with the Team
- Quick review of how to fill out a 5S Red Tag properly
- Start the Red Tag Event
- Take “after” photos of the area as well as the new Red Tag area
- Discuss lessons learned with the team
- Post your “Before and After” document on your 5S Success board

### **Set in Order - SUMMARY OF STEPS**

- Create your current state spaghetti diagram
- Stand in a circle exercise
- Discuss flow challenges with the Team
- Determine how and where to layout your tools and equipment and get to it
- Conduct Shine while setting everything in order
- Store unused 5S materials in the designated cabinet, shelf, room, etc
- Take after pictures and post them
- Team discussion

### **Standardize - SUMMARY OF STEPS**

- Develop your 5S Shine Map
- Break your 5S Shine Map into quadrants and assign each team member
- Discuss and develop a 5S Maintenance Chart
- Discuss the 5S Audit program; benefits along with a review of the audit form and scoring
- Conduct a 5S Audit
- Review the results of the Audit with the team and discuss scoring
- Enter the scores into the 5S Audit Score graphs
- Post the graph on the 5S Success whiteboard

### **Sustain – SUMMARY OF STEPS**

- Team signing of a 5S Banner
- Implement some visual management reminders
- Develop 5S Status communication methods
- Develop a Rewards and Recognition Program
- Lead by example