

The 5S Methodology

I- Introduction

- a. Seminar Overview & Objectives
- b. Six Sigma & Lean Manufacturing
- c. Lean Six Sigma & 5S (What is 5S, Definition of 5S)
- d. The 5S Development History (Origin of 5S)
- e. The 5S Pillars (Sort, Set in Order, Shine, Standardize, Sustain)
- f. The Benefits of 5S (as a tool for identifying and eliminating waste, the 5S is applicable everywhere)

II- The 5S Pillars

- a. Sort (SEIRI)
 - Overview (Definition, Importance)
 - How to Sort (Criteria, Tool, Checklist)
- b. Set in Order (SEITON)
 - Overview (Definition, Importance)
 - How to Set in Order (Storage, Mapping, Gap Analysis, Checklist)
- c. Shine (SEISO)
 - Overview (Definition, Importance)
 - How to Shine (Clean, Brighten & Maintain, Checklist)
 - Shine Checklist
- d. Standardize (SEIKETSU)
 - Overview (Definition, Importance)
 - How to Standardize (Policies and Procedures, Visual Controls, Checklist)
- e. Sustain (SHITSUKE)
 - Overview (Definition, Importance)
 - How to Sustain the 5S Discipline (Leadership, Training & Habits, Auditing System, Reward & Recognition)

III. The 5S Implementation Process

- a. Overview
 - An Organization-Wide Effort
 - Management Support, Leadership & Commitment
 - The Roadmap for the 5S's
- b. Steering Team
- c. 5S Infrastructure
- d. Communication & Trainings
- e. Pilot Area (Identified Target Areas, Scan & Data Collection)
- f. 5S Phases Implementation (Using Checklists)
- g. Full Roll-Out Plan
- h. Continual Improvement (Evaluate & Adjust)

