

## Lean Tools – The 5s System (1 day)



### Background

5S is a method for organizing a workplace, especially a shared workplace, and keeping it organized.

The key targets of 5S are a highly organised, clean and efficient workplace. By assigning everything a location, time is not wasted by looking for things and it is immediately obvious when something is missing from its designated location.



The 5S's are:

- Sort: Going through all the tools, materials, etc., in the plant and work area and keeping only essential items. Everything else is stored or discarded.
- Set in Order: Focuses on efficiency. The aim is to arrange the tools, equipment and parts in a manner that promotes work flow.
- Shine: Systematic Cleaning. Daily activity at the end of each shift, the work area is cleaned up and everything is restored to its place.
- Standardise: Standardized work practices or operating in a consistent and standardized fashion. Everyone knows exactly what his or her responsibilities are.
- Sustain: Refers to maintaining and reviewing standards. Maintain the focus on the new way of operating, not allowing a decline back to old habits.

### Objectives

- To give an overall understanding of the background and history of 5s and how it is an important and necessary element of the overall Lean Programme.
- To give a detailed description of each step of 5s including some practical examples and case studies.
- To ensure the participants can implement a 5s programme in their place of work.

### Who should attend

This course is intended for anyone in an organisation who needs to learn the basics of 5s and how to implement a 5s programme.

### Course Programme

- Background & History
- Benefits of 5S
- Waste
- Workplace observation
- Sort, Set In Order, Shine
- Standardize, Sustain
- Visual Factory
- Implement 5s in any organisation



## Course Manual

Course notes will be provided to participants along with a soft copy on memory stick, which proves to be an excellent source of reference after the course.

## Why Choose ETAC?

ETAC is an Irish Company specialising in the provision of training, expertise and software solutions in all matters related to Lean and Six Sigma Business Improvement Programmes. All ETAC associates have extensive knowledge and many years of practical experience in Lean Implementation, Programme Management, Change Management & Six Sigma in many different industries in Ireland, the UK, Europe and the USA.

ETAC has been responsible for the training of over 200 Six Sigma and Lean practitioners including project support for projects that have delivered over €6,000,000 in hard financial benefits for our clients.

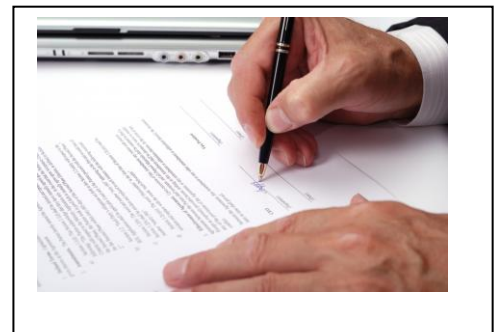
Customers of ETAC include Abtran, Air Atlanta, Allergan, Coca Cola, DAA, Diageo, Élan, Element Six, Forest Tosara, GN Resound, Irish Distillers, Iarnród Éireann, Lexmark & Pepsi.

## Training Methodology

This classroom based course is highly interactive and uses practical exercises and simulated case studies to reinforce understanding and learning.

## Course Organisation

Course Times are typically 9.00am-5.00pm.  
Group sizes up to 12 per group.



# ETAC

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