5S
The Practice of Good Housekeeping

5S: The Practice of Good Housekeeping
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IT Center, DLSU-MANILA
Objective of the program

The goal of this program is to introduce the 5 “S” and what it can contribute to an organization. This also as the foundation for quality assurance in our quest to provide quality education.
Things to learn in this module...
TABLE OF CONTENTS

Part 1
Introduction

Part 2
How to implement

Part 3
How to motivate people to practice 5S
At the end of this program

Each participant will be able to

• Discuss the rational of applying each 5S practice
• Enumerate the benefits of 5S
• Discuss how to implement 5S
What is 5S

5S is a systematized approach to organized work areas, keep rules and standards and maintain the discipline needed to do a good job.
Importance of 5S

- Quality: Prevent errors
- Productivity: Eliminate wastes
- Safety: Prevent accidents
- Equipment: Eliminate maintenance breakdowns
- Reliability:
The **5S**

1S **SORT** - **SEIRI**

2S **SYSTEMATIZED** - **SEITON**

3S **SWEEP** - **SEISO**

4S **SANITIZE** - **SEIKETSU**

5S **SELF-DISCIPLINE** - **SHITSUKE**
Definition of

1S SEIRI (SORT)

• Is an ACTION to identify and eliminate all unnecessary items from your workplace
SORTING POLICIES

- Eliminating obstacles to make work easy
- Eliminate the need to take care of unnecessary items
- Provide no chance of being disturbed with unnecessary items
- Prevent accumulation of unnecessary items
2. Apply Stratification Management / Sorting and Evaluation Criteria

- **LOW USE**
  - Things not used in the past year: Store at a distance
  - Things used only once in the past 6-12 months: Dispose properly

- **AVERAGE USE**
  - Things used only once in the past 2-6 months: Store in a central place
  - Things used more than once a month: Store near work site or carried by person

- **HIGH USE**
  - Things used once a week
  - Things used every day
  - Things used every hour
Storage of current year documents
Storage of previous year documents
Storage of two-year-old documents
### Visual Control Applications for Storage

**STOCK CARD**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Stock No.</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ball Pen</td>
<td>1</td>
<td>P 4.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Requisition or Issue Order No.</th>
<th>From Whom Received or To Whom Issued</th>
<th>Quantity Received</th>
<th>Quantity Issued</th>
<th>Quantity On-hand</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/4/01</td>
<td>1001</td>
<td>RRN</td>
<td>10</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>7/6/01</td>
<td></td>
<td>PRIO-JOC</td>
<td>2</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/9/01</td>
<td></td>
<td>SMO-BOC</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/01</td>
<td></td>
<td>DAO-CVR</td>
<td>2</td>
<td>2</td>
<td></td>
<td>RE-ORDER POINT</td>
</tr>
<tr>
<td>7/13/01</td>
<td>1012</td>
<td>RRN</td>
<td>10</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Example: Use of stock cards for inventory of office supplies.
5. Establish a Material List

Here is an EXAMPLE from Vermont School
SORTING PRACTICES

1. Apply Stratification Management / Sorting and evaluation criteria
2. Use disposal tags or Red tags
3. Designate storage area
4. Define disposal procedure
5. Prepare a Material List
Definition of 2S SEITON (SYSTEMATIZED)

• Is an ACTION to put every necessary items in good order
SYSTEMATIZE PRACTICES

1. Place goods in wider frontage along passages
2. Store goods for first-in-first-out retrieval
3. Label items and their location systematically
4. Separate tools from common ones
5. Put frequently used items nearer
6. “Only feet on the floor”
Organized storage area
Definition of the 5S

3S SEISO (SWEEP)

- Is also an ACTION to clean your workplace thoroughly
SWEEP POLICIES

1. Do not wait until things get dirty. Clean your workplace, including machines and equipment, tools and furniture regularly so that they do not have a chance to get dirty.
SWEEP PROCEDURES

6. Remove dusts and cobwebs from walls
7. Paint walls and ceilings with bright colors
8. Prepare cleaning schedules and assign a person responsible for equipment and maintenance of an area or storage
Definition of the 5S

4S

SEIKETSU (SANITIZE)

• Is a CONDITION where high standard of good housekeeping is maintained so that there is no dust and rust anywhere
SANITIZE PRACTICES

1. Color coding
2. Fool-proofing (poka-yoke)
3. Responsibility labels
4. Wire management
5. Inspection marks
6. Prevention of dusts, dirt, noise and vibration
7. “I-can-do-it-blindfolded”
8. One-point-lessons
9. Visual controls signs
Results of 5S audit
VISUAL CONTROL SYSTEM

- A technique to enable people to make the rules easy to follow.
- Use to differentiate normal and abnormal situations and act accordingly with the use of visual aids.
Definition of the 5S

SHITSUKE (SELF-DISCIPLINE)

- Is a CONDITION where all members practice the 4S’s spontaneously and willingly as a way of life, - a culture.
SELF-DISCIPLINE PRACTICES

1. “CLAYGO“ Clean as you go
2. Eat and smoke at designated areas
3. Keep workplace always clean and tidy
4. Wear clean uniform and shoes
5. Follow safety rules
6. Put things back in their proper place after use
7. Work according to standards
8. 30-second Rule
9. “Only feet on the floor”
<table>
<thead>
<tr>
<th>5S PRINCIPLES</th>
<th>POOR</th>
<th>FAIR</th>
<th>EXCELLENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>SORT</strong> (SEIRI)</td>
<td>A lot of unnecessary things are at the workplace.</td>
<td>Unnecessary items are disposed, but not right away.</td>
<td>Unnecessary things not found at any time.</td>
</tr>
<tr>
<td>Take out unnecessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items &amp; dispose.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>SYSTEMATIZE</strong></td>
<td>Employee often spend time looking for necessary things.</td>
<td>Necessary things are arranged but not in systematic order (not easy</td>
<td>Necessary things are always arranged in order for quick use.</td>
</tr>
<tr>
<td>(SEITON)</td>
<td></td>
<td>to retrieve and use).</td>
<td></td>
</tr>
<tr>
<td>Arrange necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>items in good order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>SWEEP</strong> (SEISO)</td>
<td>Workplace as well as the machines are dirty and untidy. Many things</td>
<td>Workplace and machines are partially cleaned (Center and surface</td>
<td>Workplace and machines are completely cleaned. Area is free of dust.</td>
</tr>
<tr>
<td>Clean your workplace</td>
<td></td>
<td>only).</td>
<td></td>
</tr>
<tr>
<td>completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>SANITIZE</strong></td>
<td>No attention is given to keep workplace neat and tidy.</td>
<td>Workplace is tidy but not completely clean.</td>
<td>Dust and dirt are completely shut out.</td>
</tr>
<tr>
<td>(SEIKETSU)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain high standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of housekeeping.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>SELF-DISCIPLINE</strong></td>
<td>No work discipline. People do what they like.</td>
<td>People follow rules. But just to start work on time, without enough</td>
<td>Prepares for work. Comes early to check machine condition. Cleans work</td>
</tr>
<tr>
<td>(SHITSUKE)</td>
<td></td>
<td>preparation for the work.</td>
<td>area before and after work.</td>
</tr>
<tr>
<td>Do things simultaneously without being told or ordered.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## KEY POINTS TO SUSTAIN 5S

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>Inform people what you want to achieve</th>
<th>5S campaign, posters, show 5S video, share/ benchmark practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION</strong></td>
<td>Teach people how to apply 5S</td>
<td>Orientation and training</td>
</tr>
<tr>
<td><strong>REWARD</strong></td>
<td>Recognize people for their effort</td>
<td>Reward individually and group certificates or other</td>
</tr>
<tr>
<td><strong>TIME</strong></td>
<td>Allow time to clean work area</td>
<td>5 minutes before going home cleaning work area</td>
</tr>
<tr>
<td><strong>STRUCTURE</strong></td>
<td>Identify what needs to be done, by whom, and ensure schedule is updated and visible to all</td>
<td>Deputize Tag team Sweep team, 5S Committee</td>
</tr>
</tbody>
</table>

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