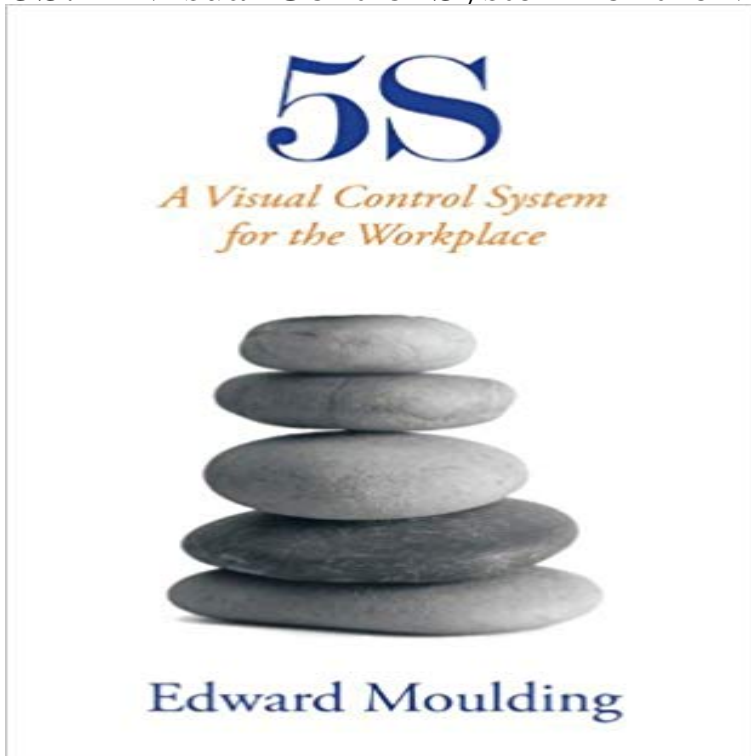


5S: A Visual Control System for the Workplace



5S A Visual Control System for the Workplace gives a self study program for a commonsense low-cost approach to process management by providing a method for organizing a workplace, especially a shared workplace such as a workshop or an office space, and keeping it organized. 5S is often referred to as being housekeeping, however this characterization can be misleading, as workplace organization goes far beyond just housekeeping. The key targets of 5S are improved workplace morale, safety and efficiency, achieved by assigning everything (that is needed) a location, time is not wasted by looking for things. Additionally, it is quickly obvious when something is missing from its designated location. By deciding what should be kept, where it should be kept, how it should be stored the benefits of this methodology become apparent and most importantly how the new order will be maintained. This decision making process usually comes from a dialog about standardization which builds a clear understanding, between employees, of how work should be done. It also instills a sense ownership of the process in each employee.

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Why 5S? ? Waste. ? Workplace observation. ? Sort. ? Straighten. ? Shine. ? Standardize. ? Sustain. ? Visual **Visual management & 5S in Lean T.P.S (Workshop slides)** integration of a workplace 5S/visual-control project with the course. 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formalized feedback system with ownership and accountability will