

[Organization logo]

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## WORKPLACE ORGANIZATION (5S) PROCEDURE

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## Change history

Date	Version	Created by	Description of change
	0.1	16949Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this procedure is to define the 5S process and its deployment throughout a plant by using systematic steps based on 5S method.

This procedure is applicable for all departments and for all employees in [organization name].

## 2. Reference documents

- IATF 16949:2016, clauses: 7.1.4, 7.1.4.1

## 3. 5S process

The goal of 5S is to ensure the maintenance of a state of order, cleanliness and avoidance of clutter in a workplace. It is a systematic approach to organizing the workplace, along with the continual improvement.

This method is applied in 3 major steps:

- Implement - 3S:** Set basic organization of workplace by sorting objects, ordering and cleaning the workplace
- Standardize:** Establish the workplace by implementing the practices from step 1 & 2.
- Maintain and improve workplace organization:** Maintain the workplace organization.

### 3.1. Implement 3S – Sort, Set in order, and Shine

[Job title], who is in charge of the implementation of 5S, will delegate, supervise and perform the following activities:

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#### A) Sort – 1S

- Identify areas in the plant and assign responsibility individual for each area. The activity is performed by [Job title]. This is necessary for setting clear responsibilities regarding the implementation of 5S.
- Remove all unnecessary items.
- Remove unnecessary items according their use and further utilization. Items categorized that possible to dispose, store or recycle.
- Define [Red Tag Area] in plant, unnecessary items that cannot be disposed of immediately.
- Initiate work disposal and storage program.

**Commented [16A6]:** Areas can be for example maintenance room, assembly line, workstation, incoming area.

**Commented [16A7]:** Adapt to your organization, for example here can be lean specialist or Engineering Manager (as leader for plant layout design).

**Commented [16A8]:** Unnecessary items are all items stored during long time and not currently used, for example obsolete tools in workstations, unnecessary folders in office areas.

**Commented [16A9]:** Red tag area: special place used to store unnecessary items until final decision – like disposal, sell...

#### B) Standardize – 2S

- For each item or group of items, define a location and identify it.

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- Check and define the organization of each location in order to ensure that items are easy to pick or store.
- [Redacted]

### C) Shine – 3S

- [Redacted]
- Inspect cleanliness.
- [Redacted]

### 3.2. Workplace standardization - 4S

[Job title] standardizes best practices, adds visual aids with both good and bad examples in order to consolidate the deployment of previous activities. [Job title] needs to document rules for:

- [Redacted]
- [Redacted]

### 3.3. Maintain and improve workplace organization

[Job title] establish an audit program for 5S system to check each defined area in the plant annually, [Redacted] and implement corrections in order to maintain 5S readiness.

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**Commented [16A11]:** Adapt to your organization specific process/ rules.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Workplace Organization (5S) Audit Form	12.1	3 years	[office]	Locked room	[job title]

**Commented [16A12]:** Only example, adapt to your organization rules.

**Commented [16A13]:** Adapt to your organization practice, rules. Check carefully your customer requirements if exists.

## 5. Appendices

- Appendix 1 – Workplace Organization (5S) Audit Form