

## Lean 6S System - Workplace Organization Training

The 6-S System is a series of activities designed to improve workplace organization, standardization and safety while simultaneously improving product quality and decreasing product throughput times. In other words, it's a system that allows you to create high-quality products faster, more safely and with more uniformity regardless of operator changes, shift rotations and other factors. The 6-S System is typically deployed within particular work areas through the performance of a 6-S Event. The 6-S System and 6-S events are equally applicable to production, office and warehousing areas of the company.

### *The six activities at the core of NEPIRC's 6-S System are:*

- Sorting** – Evaluating the need for items currently located in the targeted area and removing unnecessary items.
- Setting in Order** – Arranging the necessary items in the most logical and most efficient configuration.
- Shine** – Cleaning the selected area and learning to use cleaning as a means of inspection.
- Standardization** – Creating uniformity in the way work within the targeted area is performed.
- Sustainment** – Creating accountability for the preservation and continuance of the 6-S System.
- Safety** – NEPIRC added the final activity of Safety to its program and takes the approach that safety should be built-in to each work area and that it is every worker's responsibility to identify, correct and report any and all unsafe work conditions they encounter.

### Topics Covered Include:

- How to perform a Workplace Scan.
- How to complete a Scan Checklist.
- How to perform a Workplace Sort using a red-tag system, holding area and punchlist.
- How to Set in Order and Shine during a 6-S Event.
- How to standardize a work environment for multiple shifts, personnel changes and other factors.
- How to create a Sustainment Plan as part of a 6-S Event.
- How to measure 6-S Event results and impact.

For more information, e-mail us at [info@nepirc.com](mailto:info@nepirc.com)

### Benefits of Implementing a 6S System:

- Reduced search times - particularly for tools and parts – resulting in faster setups and reduced machine downtime.
- Reduced floorspace requirements.
- Improved cross-shift performance and shift-to-shift work relays, as workplace standardization allows all shifts to work similarly.
- Improved safety.
- Reduced product cycle times and greater first-pass yield performance.
- Increased production capacity in targeted areas.
- Higher employee morale.
- Extended machine, tooling and spare parts life.
- Ability to bring key customers on plant tours.