

# Introduction to 5 S for Irrigation Contractors

5S is a workplace organization technique composed for five primary phases:  
Sort, Set In Order, Shine, Standardize, and Systematize.



**SORT**

Keep only  
necessary items  
in the workplace.



**SET IN ORDER**

Arrange items  
to promote  
efficient workflow.



**SHINE**

Clean the work  
area so it is  
neat and tidy.



**STANDARDIZE**

Set standards  
for a consistently  
organized workplace.



**SYSTEMATIZE**

Maintain  
and review  
standards.

# Downsides of a Disorganized Truck

- **SAFETY Risks** due to physical obstacles and hidden hazards
- **Wasted time** searching for materials and tools
- **Defects** and **Breakdowns** resulting from a dirty environment
- **Lost time** due to managing stuff instead of being productive
- **Wasted trips** because wrong materials or tools are on the truck (too much / not enough)

# Goals with 5 S

- A **clean well-organized, visual workplace** is fundamental to delivering quality and enhancing productivity.
- Establishing a **normal condition** makes the abnormal conspicuous.
- Efficient work depends upon each tool and part always being in the same place ... **A place for everything and everything in its place.**

# Sorting

## **Eliminate what is not needed**

### **Clear work area and remove all unnecessary items such as:**

- Duplicate tools
- Extra parts not needed
- Trash

### **Be thinking “What can we get rid of.” Consider the following:**

- Can you find any unnecessary things cluttering up your truck?
- Are there unnecessary tools or materials that get carried around but never get touched?
- Are there tools or supplies left on the floor/table/counter?
- Are all unnecessary items sorted out, classified, and stored?
- Are all tools, equipment, and materials properly stored?
- Is there unnecessary paperwork lying around?
- Are there duplicates of anything lying around?

# Red Dot Strategy

The Red Dot Strategy is an effective way to accomplish the task of sorting.

- Technicians members put red dots on everything within the truck.
- Remove red dots as tools are used and as supplies are used
- After predetermined time period, round up all items with dots remaining. Remove them from truck.
- Conduct a meeting and verify all tagged items are no longer used, return them to the warehouse and shared tool area.
- Auction off, give away, or trash unused items.

# Set in Order

**Organize. Arrange and Identify for ease of use. A place for everything and everything in its place.**

- Bin labels
- Tool location labels and boards
- Pockets/folders/Areas for paperwork
- Color code
- Kit tools

**Fix / Repair storage methods and places. Consider the following:**

- Are tools divided into specialized use and “regular” items?
- Are all supplies in the correct order and stored safely?
- Does the floor have any obstacles?
- Does each technician have a place that is identified?

# Accomplishing Set in Order

- Organization and labeling of bins
- Determining correct part counts
- Tool locations and tool kits
- Arrange items so ANYONE can find them
- Arrange items so ANYONE can put them away



*Before*



*After*

# Shining

## **Clean up - do it daily**

### **Paint, Refurbish, Clean, etc...**

- Get all remaining items and spaces into “like new” condition.
- This applies to **ALL** stored items.
- Much more than a simple clean up.

### **What does that do for me?**

- Promotes careful and regular checking of equipment and tools as it is cleaned.
- Increases familiarity with supplies and equipment.
- Improves overall morale.
- Helps create an attitude of pride.

### **Leaves a good impression with customers!**

- Don't let anybody tell you there's no value in that.

### **Perhaps most importantly, it makes the savings come about...**

- Without daily cleaning, the organization created to make waste stand out will be lost!



# Standardize

**Standardize the new expectation for tools and inventory.**

## **Equipment:**

- Make standard tools for each department / function / machine.
- Make standard storing techniques throughout both trucks and the warehouse.
- Everyone sets up their trucks the same way, so we all do it correctly

**Doing so will result in decreased overhead (less inventory) , will reduce downtime from not having the right things, will allow better demand planning for inventory and will eliminate confusion from new team members**

## **Techniques:**

- Make Sort, Storing, and Shining a daily habit
- Doing so will eliminate potential friction between co-workers and ensure the complete 5S system works.

# Sustain

Maintain the habit of Sorting, Set in Order, Shining and Standardizing

- *(SORT) Organize – Carry what is needed, not what is not needed*
- *(SET IN ORDER) Arrange & identify for ease of use*
- *(SHINE) Cleanliness on a daily basis*
- *(STANDARDIZE) Eliminate “make it up as we go” & standardize methods for efficiency*
- *(SUSTAIN) Discipline to plans, working as a team*

# Improvement Principles

Get rid of all old assumptions.

Don't look for excuses, look for ways to make it happen . .

Don't worry about being perfect - even if you only get it half right “start NOW”!

It does not cost money to do Improve.

If something is wrong “Fix it NOW”.

Good ideas flow when the going gets tough.

Ask "WHY" five times - get to the root cause.

Look for wisdom from ten people rather than one.

