



## 5S Standards

### Introduction

These open source standards represent the minimum required standards for credentialing the above-named process improvement methodology. To comply with Process Improvement Credentialing Standards, organizations must conduct testing which covers all body of knowledge elements below. Organizations must also comply with Process Improvement Credentialing Standards 15-point organization standard v 0.1.115 or higher. Elements do not necessarily need to be presented in the order shown below. Trainers and organizations are encouraged to teach additional information above and beyond these standards at each level.

### Body of Knowledge

1. Definition of 5S
  - 1.1. Why is it used
  - 1.2. History
  
2. 5S Breakdown (general understanding)
  - 2.1. Sort
  - 2.2. Straighten
  - 2.3. Shine
  - 2.4. Standardize
  - 2.5. Sustain
  
3. Reasons to Introduce 5S
  - 3.1. Why should a company introduce 5S
  - 3.2. Initial situations that lead to the implementation

4. Waste in the Production Sector
  - 4.1. Transport
  - 4.2. Inventory
  - 4.3. Motion
  - 4.4. Waiting
  - 4.5. Overproduction
  - 4.6. Overprocessing
  - 4.7. Defects
  - 4.8. Intellect
  
5. Waste in the Administration Sector
  - 5.1. Lacking Information
  - 5.2. Extra Information
  - 5.3. Information Transport
  - 5.4. Mistakes
  - 5.5. Waiting
  - 5.6. Inventory
  - 5.7. Communication
  
6. Direct Benefits of 5S
  - 6.1. Understand direct benefits of 5S
  
7. Indirect Benefits of 5S
  - 7.1. Understands indirect benefits of implementing 5S
  
8. Phase 1 – Sort
  - 8.1. Is this item necessary
  - 8.2. Red Tag
  
9. Phase 2 – Set In Order (Straighten)
  - 9.1. Work area organization
  
10. Phase 3 – Shine
  - 10.1. Cleaning the work area

11. Phase 4 – Standardize

- 11.1. Development guidelines
- 11.2. Basics of standardize

12. Phase 5 – Sustain

- 12.1. Established level of order
- 12.2. Cleanliness is verified

13. Implementation of 5S

- 13.1. Duration and Binding Components
- 13.2. Consequent realization of the 5S phases
- 13.3. Understand compliance with the correct order of phases

14. Planning Levels

- 14.1. Project plan for implementing 5S
- 14.2. Sustained implementation

15. Change Management

- 15.1. Typical resistances against implementation
- 15.2. Criteria for a successful implementation

16. Key Personalities

- 16.1. Initiator / Sponsor
- 16.2. Coordinators
- 16.3. Consultant
- 16.4. Managers
- 16.5. Staff
- 16.6. Understand key roles

17. Design / Implementation

- 17.1. How the project is designed & implemented