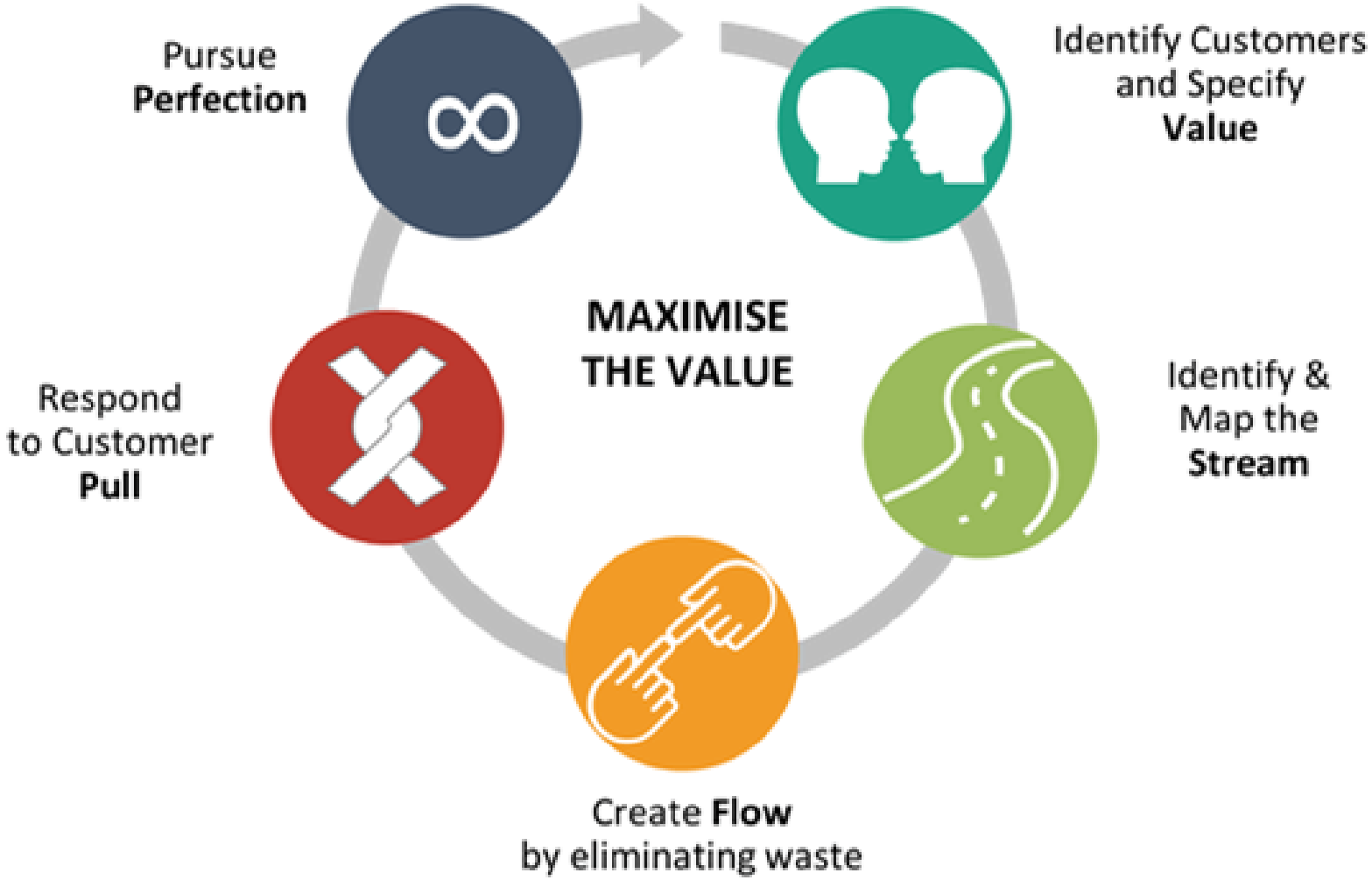
Overview

Getting *LEAN*

A few tips for improving business efficiency

1. Lean concepts
2. Waste
3. 5 ‘S’
4. Visual management

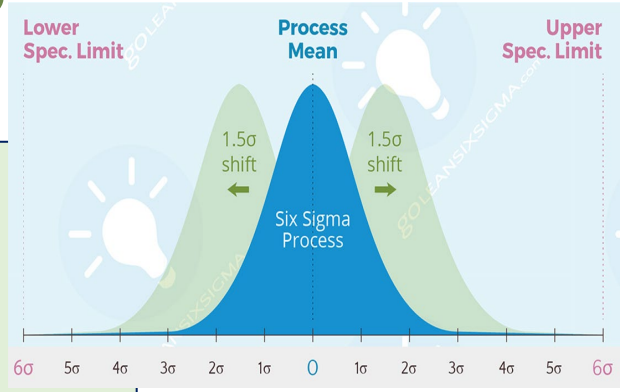
Lean Concept

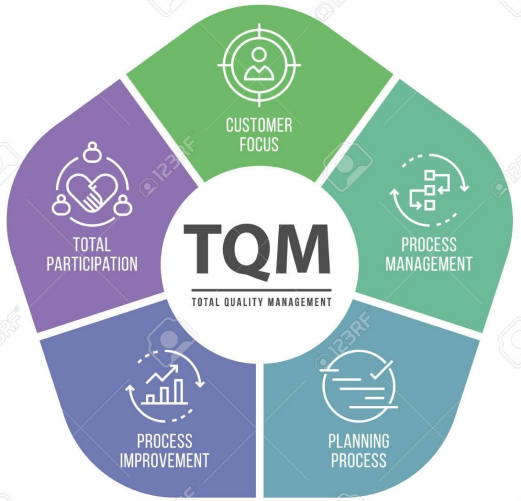


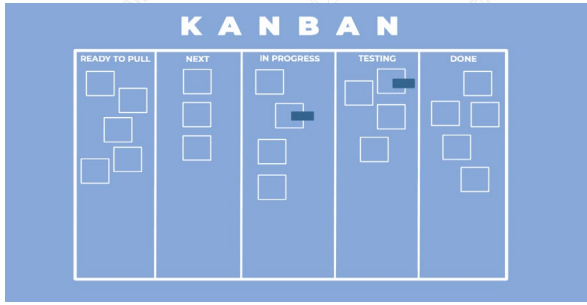
Lean programmes

Six Sigma

1. Always focus on the customer.
2. Understand how work really happens.
3. Identify root causes of problems.
4. Remove waste.
5. Eliminate variation & standardise systems.
6. Get buy-in from the team through collaboration.
7. Make your efforts systematic and scientific.





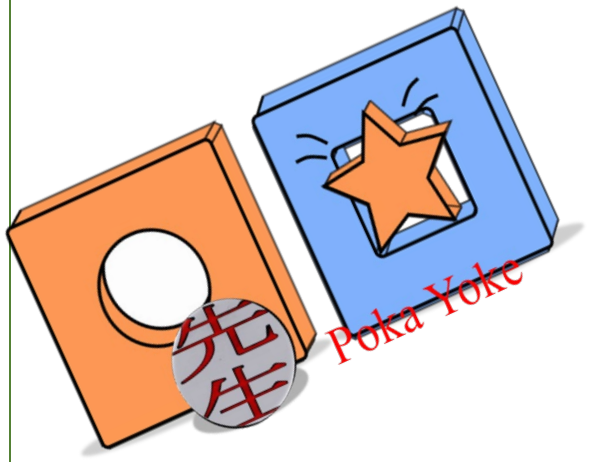


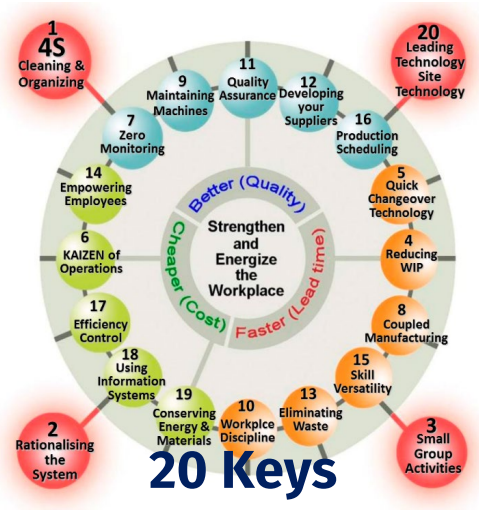
5 S

Kaizen

改善

Continuous Improvement





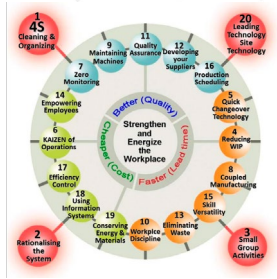
Lean Concepts

Six Sigma

TQM

Kaizen

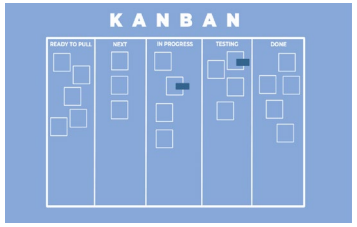
20 Keys



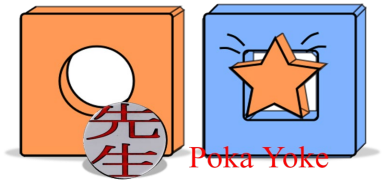
JIT

5 S

Kanban



Poka Yoke



Overarching principles

- Deliver value from your customers' perspective
- Use minimum resources & greatest efficiency.
- A journey of continuous improvement.

Waste

D	Defects
O	Overproduction
W	Waiting
N	Non-utilisation
T	Transportation
I	Inventory
M	Motion
E	Extra work

Questions?

Five ‘S’

Five ‘S’

1. Sort (Seiri)

- ☑ **Eliminate all unnecessary items**
  [Unnecessary items are those which are not required for current work
- ☑ **Classify items on priority, frequency of use and storage method**

TIPS

- **Take before & after photos**
- **Set a completion deadline**
- ***Red tag* potential items to remove**

Five ‘S’

2. Set in order (Seiton)

- ☑ Identify tasks & critical equipment
- ☑ Design a functional layout
- ☑ Label all facilities so anyone can easily find and use them

TIPS

- Use Visuals … signs, labels, images & simple colour coding
- Eliminate all unnecessary items
- Identify & mark any hazards

Five ‘S’

3. Shine (Seiso)

☑ Clean everything

☑ Establish cleaning schedules

☑ Establish cleaning SOPs

TIPS

- **Paint walls and surfaces in colours that show dirt so you can see more easily when it needs cleaning**

Five ‘S’

4. Standardise (Seiketsu)

☑ **Document SOPs**

☑ **Enforce the SOPs**

☑ **Investigate inconsistencies**

TIPS

- **Investigate any inconsistencies and variations to eliminate deviation from the standard**
- **Control *what* happens, *when* it happens & *how* it happens**

Five ‘S’

5. Sustain (Shitsuke)

☑ Maintain 5 ‘S’ discipline

☑ Continuously improve systems

☑ Apply metric to measure success

TIPS

- **Try to find fun ways to keep 5’S’ alive (e.g. weekly team activities)**

Visual Lean

SLICE LINE
COMMUNICATION AREA
PREMIER FOODS
5S
GMP
HEALTH & SAFETY
OEE
CUSTOMER COMPLAINTS
WASTE
FOCUS | BELIEF | TRUST
MEETING AREA

Before

After

BUSINESSLINK PACIFIC

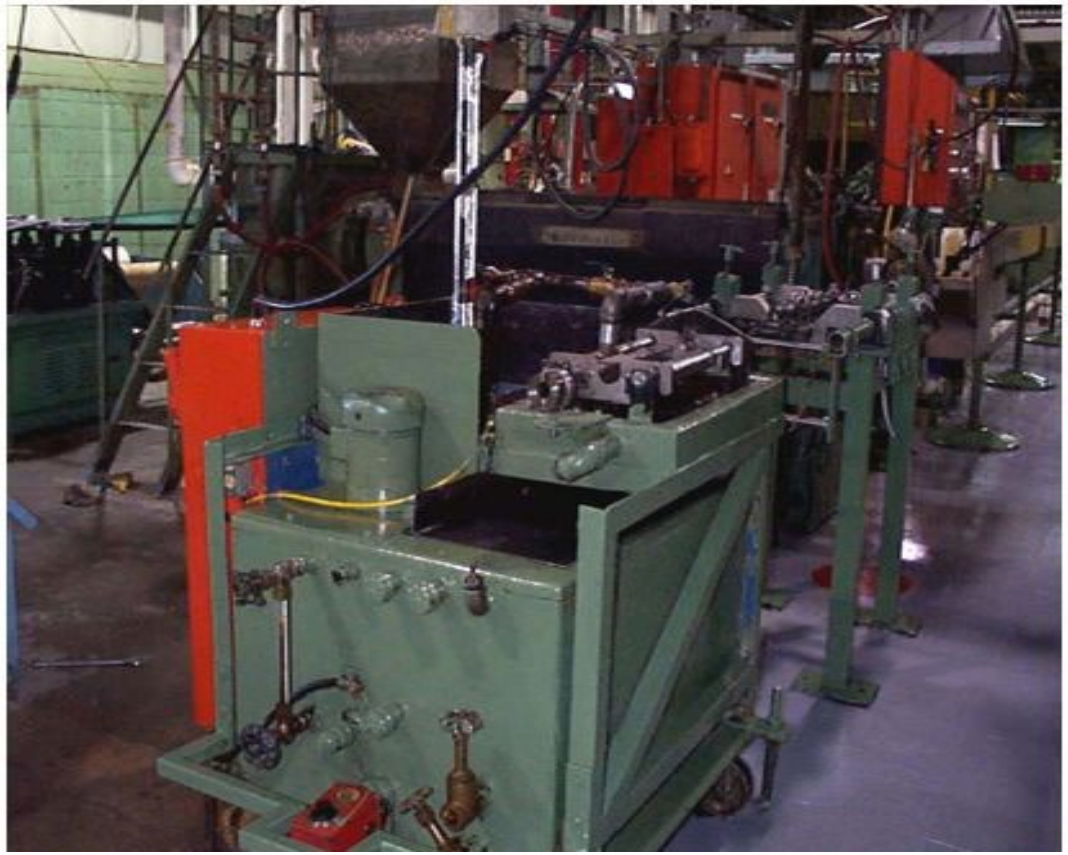
Before

After

BUSINESSLINK PACIFIC

Before

After



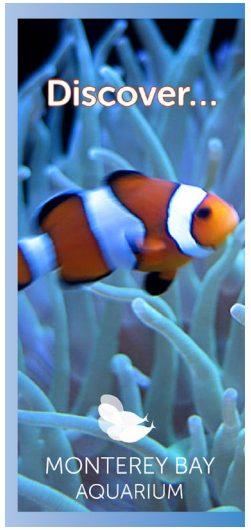
BUSINESSLINK PACIFIC

Kanban idea

Reorder card

Positioned approx
10 brochures left

Placeholder card

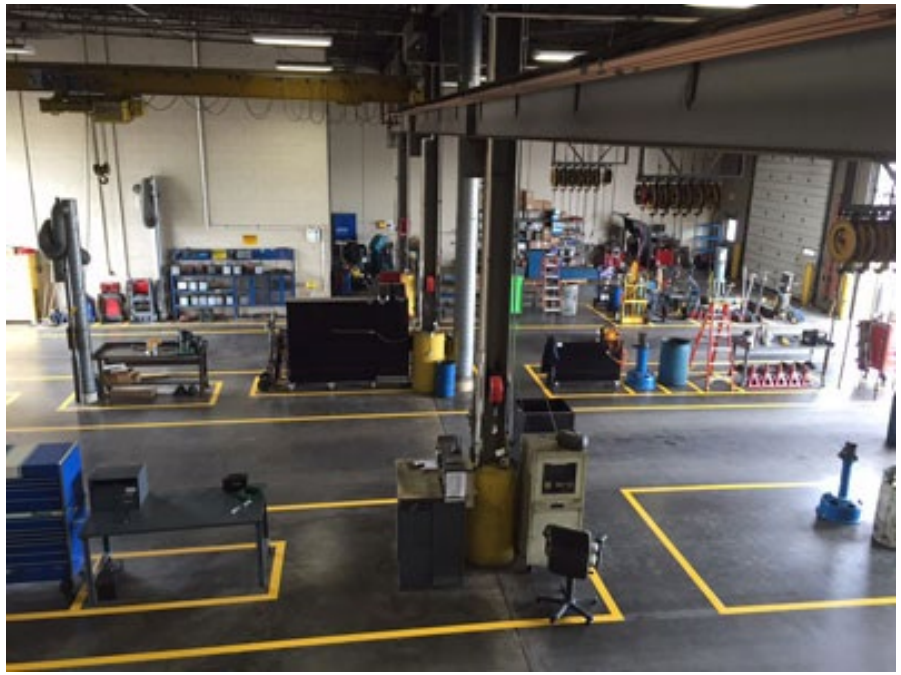


Laminated and tied to the rack to hold the place

Poka Yoke examples

5S Taping – everything in its place

in Manufacturing



In the Office

Not so good!

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