

DEFINITION

The 6S process is a series of steps and procedures which is used to arrange work areas in the best manner to enhance **SAFETY, PERFORMANCE** and **CLEANLINESS**. 6S is an acronym for 6 words which describe the methodology used as the basis for continuous improvement.



OBJECTIVE

The main aims of 6S are:

- To promote a **SAFE AND EFFICIENT WORK ENVIRONMENT** and establish the basic level of performance for the organisation.
- To **IMPROVE EFFICIENCY** by eliminating the waste (see below) of motion, looking for tools, materials or information.
- To **PREVENT MISTAKES** that ruin a job and produce rework and scrap.
- To drive cultural change within the organisation; to begin the cultural shift within an organisation to one of **CONTINUOUS IMPROVEMENT**.

THE EIGHT WASTES

	TRANSPORT
	INVENTORY
	MOTION
	WAITING
	OVERPRODUCTION
	OVERPROCESSING
	DEFECTS
	SKILLS

TRANSPORT	The unnecessary movement of things, equipment, tools or materials from one location to another.
INVENTORY	Making more than is necessary to meet the customer demand, or making things too soon.
MOTION	Unnecessary movement of people to get things when they should be located closer to the point-of-use.
WAITING	Delays between operations, work stopped while waiting for parts, machines, or people.
OVERPRODUCTION	Making too much/too many, too early or before needed. Making products that the customer hasn't ordered.
OVERPROCESSING	Duplicate or redundant operations, performing wasteful steps where they are not required.
DEFECTS	Failing to produce a quality part the first time, generating rework or scrap.
SKILLS	Failing to utilize the skills and capabilities of everyone in the workforce

BENEFITS

The benefits associated with completing a 6S programme include:

- It arranges work areas in the best manner to enhance performance, safety and cleanliness.
- It improves safety, increases productivity, saves time, reduces costs and aims to eliminate all kinds of waste.
- It facilitates the early detection of issues or problems – if things look right, they generally are. Once the issues are made obvious, problem solving can begin.



Benefits of 6S to the employee:



- It provides the opportunity to provide creative input.
- The workplace is made Safer, Cleaner and Simpler.
- It provides a more pleasant workplace.
- It increases job satisfaction.
- It results in fewer frustrations in work area.
- It improves communication.

Benefits of 6S to the organisation:



It drives for fewer injuries, **PROMOTING SAFETY**



It **REDUCES COSTS** by eliminating wastes



It **IMPROVES QUALITY** by reducing defects



It **IMPROVES DELIVERY PERFORMANCE** by reducing delays



It is the **BASIS FOR ALL PROCESS IMPROVEMENT**



It supports the implementation of other Lean initiatives such as **JIT, TPM, QUICK CHANGEOVER**



It allows for **INCREASING GROWTH** through competitive advantage

CONTACT US

To find out more information about how this programme can be delivered in your company, simply contact LBSPartners on 061 518408 or email info@lbspartners.ie

Like to know more?

Our comprehensive, pocket-sized guide to Lean Thinking, 6S and Workplace Organisation is available from www.amazon.com

