

5S Effort Transforms Mailing Production Department

The work to apply 5S to the mailing area has been completed, creating our first “Island of Excellence” on the shop floor. The basic steps:

Sort - The work started with the elimination of all clutter and normally unused items using a ‘Red Tag’ process in which all unnecessary items were marked for removal from the work area.

Shine - The entire production area was extensively cleaned, painted and polished providing a positive

environment to focus on quality and efficiency.

Straighten - An organized work area contributes to reduced errors and increased safety. With this goal in mind, tools were organized and placed on a visually simplified peg board with outlined positions, light equipment was moved to a more

“An organized work area contributes to reduced errors and increased safety.”

efficient configuration and material flow zones were clearly designated on the production floor.

Standardize - A set of standard practices based upon obvious visu-

als and team input were developed in order to make use of the new production flow efficiencies.

Sustain - The results of the effort were documented in order to provide a simple means of identifying any area where the initial effort had begun to backslide to its earlier disorganization. A checklist is employed to ensure the ongoing maintenance of the area.

Work has begun to apply the same practice to the press production area with the finishing department and the warehouse area to follow by the end of the summer. Once complete, this provides the organized work environment to begin concentrated efficiency efforts to eliminate wasteful practices through a series of Kaizen events later this fall.



Work area before 5S Effort.

Work area after 5S Effort.