



Visual Systems and 5S

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Visual systems provide effective tools to support performance management with a self-reporting and self-reinforcing workplace. Visual systems communicate schedule and performance data to the total workforce. These mechanisms help to synchronize production to the customer beat (Takt time), clearly display load vs. capacity, control the rate of material flow, communicate linearity, and involve each person in achieving plant goals. Out of control situations become clearly visible for corrective action. Visual systems include such things as color-coding, labeling tool positions, marking inventory locations, posting schedule boards – tracking production, workplace identification signs - flow paths, and kanban – queue controls.

A visual device is a mechanism intentionally designed to share information vital to the task at hand, at a glance, so that what is supposed to happen, does happen. Some common visual devices are: Traditional: bulletin boards, white boards, performance charts - graphs; and Enhanced: andon lights / boards, color-coded location / status, kanban - pull system for visual inventory control and televisions / kiosks.

5S - focuses on effective workplace organization, simplifies the work process, improves housekeeping and reduces waste while improving quality and safety. There is no hope for efficiency or quality improvement with a dirty, disorganized workplace, wasting time and materials. The five S's stand for the five first letters of these Japanese words shown with their corresponding English counterparts

- Seiri Sort
- Seiton Set in Order
- Seiso Shine
- Seiketsu Standardize
- Shitsuke Sustain

Key Benefits

- Visual systems support standard work for more consistent results
- Performance feedback and reinforcement support continuous improvement
- Clean and orderly workplace yields more efficient and higher quality results
- Visual controls support rapid observation and response for effective outcomes

Activities

- Train on 5S and visual systems including guidelines, measurement tools and numerous examples
- Coordinate team process to implement 5S and visual systems
- Use diagnostic tools to identify baseline with improvement opportunities and assure gains are sustained
- Apply significant knowledge of clean manufacturing tools and techniques
- Encourage high standards, based on experience and observation in a number of settings
- Help propel the organization to excellence by attention to detail and encouraging application of best practices

Is the workplace cluttered, disorganized or dirty? Are visual cues unclear so that confusion reigns? If so, get help to conduct a 5S program and introduce Visual Controls.



Visual System

The heart of a visual system is *information sharing* that links the task at hand with the information you need to do it.....and it does it *at a glance*, without saying a word.

Deliver the *right* information to the *right* people at the *right* time to influence or drive the *right* actions

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Goals of a Visual System

- Make process self-evident
- Designate a place for everything and put everything in its place
- Provide ongoing performance feedback
- Establish standards for performance
- Enable visual management
- Communicate to all stakeholders

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