

Clean + S – Supplier Training

Alabama Industrial Development Training (AIDT)



Agenda

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|-------------|---|
| 10:00-10:15 | MBUSI management review of last session |
| 10:15-11:00 | CLEAN + S presentation |
| 11:00-12:00 | 4 Step training presentation |
| 12:00-12:45 | Lunch |
| 12:45-1:30 | CLEAN + S/4 Step training Exercise |
| 1:30-3:00 | MBUSI management presentation of CLEAN + S and Training |



Objectives

- To learn the concept behind Clean + S
- Apply your understanding of workplace organization within your company
- Learn how this pillar inter-relates with the others
- Establish a commitment to follow the disciplines of this pillar
- Understand the power of Clean + S/5S



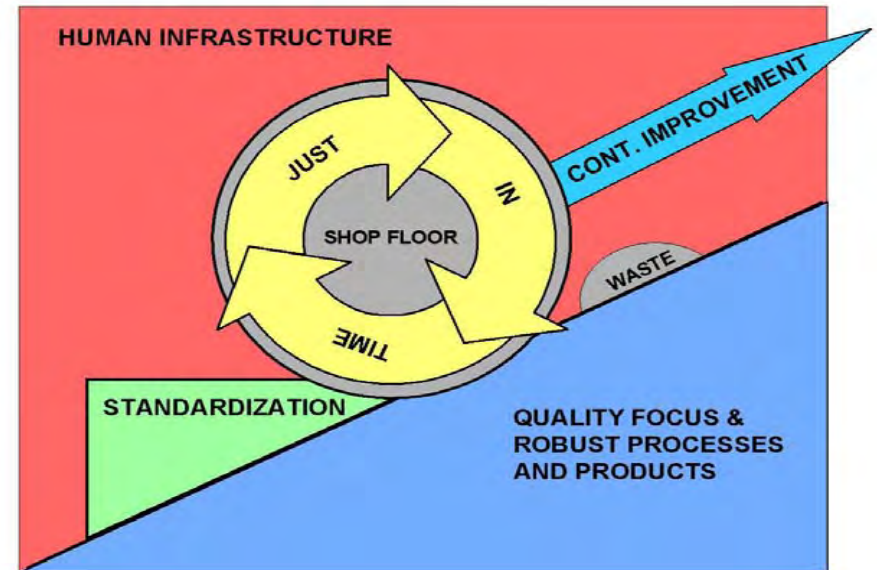
Expectations

- We will use this session to learn Clean + S concepts, but we can also use expertise in this room to form good dialogue and discussion.
- Your participation is a must. We want you to understand what our goals are and how to realize those goals in your organization. No question is a bad question. Your knowledge and past experiences will help us succeed.
- You can expect to see an improvement on your shop floors and administrative areas after you have applied these concepts.



What is a Standard?

- **You Need Standards in Order to Survive – There can be no improvement without standardization.**
 - Effectively combines materials, workers, and equipment to produce efficiently
 - Establishes a routine
 - Establishes a relationship between the team member and the process
 - Provides a basis for continuous improvement
 - Baseline for current condition
 - Determine part assembly (identify and eliminate waste)
 - Determine acceptable quality levels



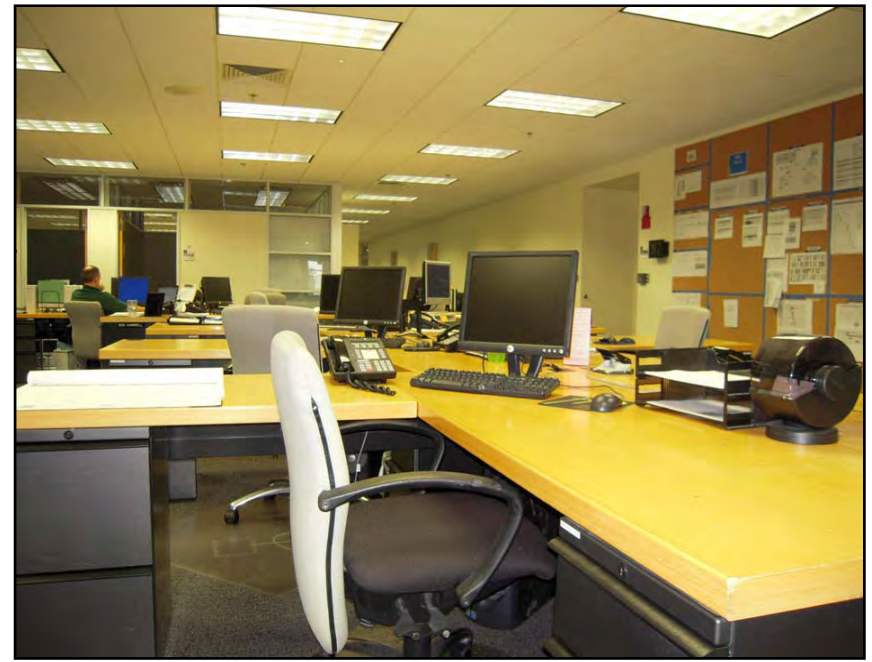
The Standard

- The Standard must be **ESTABLISHED**, **MAINTAINED**, and **IMPROVED**
- The Tools – **Visual Management** and **Clean + S**

Visual Management



Clean + S (5S)





Clean + S (5S)

- All Team Members Must:
 - Follow Established Standards
 - Maintain a Place for Everything and Everything in its Place
 - Follow-up Daily to Confirm the Standard



Clean + S (5S) Defined

- Clean + S is the cornerstone pillar of MBUSI's Production System (everything with a place and everything in its place). A clean workplace is a safe workplace. As a visual management tool, **Clean + S highlights the abnormal condition for improvement.**



Clean + S

C is Clear Out (Sift)

- **(Throw away unneeded things)**

Identify what is needed and not needed. Then eliminate the unneeded things. This improves Safety, reduces waste, and is the first step toward making improvements.



As you can see, we have opportunities in all areas!





CLean + S

L is Locate (Sort)

- **(Store in correct location)**

This means to properly place and identify the remaining needed material. Everything has a place and everything in its place. This is the 1st step to *Visual Management*.







Mercedes-Benz





ClEan + S

E is Educate

- **(Team Members, importance of Clean + S)**

Educate all Team Members on the importance of *Clean + S* and why it is important. Teach how *Clean + S* relates to all other parts of our *Production System*.







Cle**A**n + S

A is Always Clean (Sustain)

- **(Keep it clean once you clean it)**

Once *Clean + S* has been applied keep it clean. It is much easier to do, and is critical to *Visual Management*.









Clea**N** + S

N is Never Quit (Sustain)

- **(Have self-discipline to keep Clean program going)**

We all must have the discipline to keep *Clean + S* alive. *Clean + S* is the cornerstone of our *Production System* because it provides the first pillar in building the rest of the *Production System* and supports training and safety.



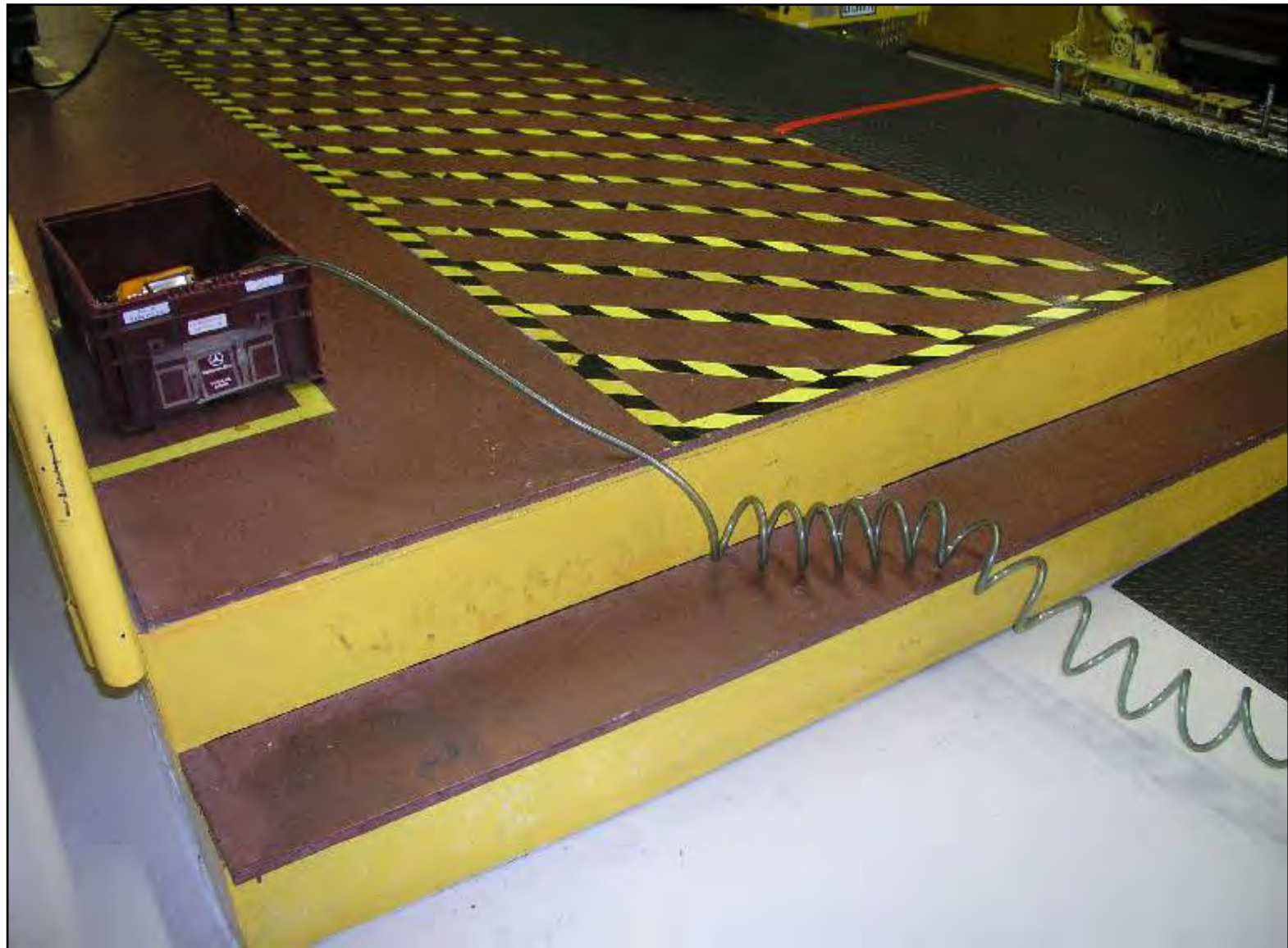


Clean + **S**

S is Safety

- **(Remember that a clean area is a safer area)**

An awareness of *Safety* and *Safety* issues must always be present when implementing *Clean + S*. Remember *Safety* is the foundation for all the *Production System*.







Benefits of Clean + S (5S) and Summary

- Identify areas for improvement.
- Greater safety, efficiency & morale.
- A well organized work area.
- Contributes to a repeatable work cycle.
- Highlights abnormal conditions (visual management).
- Help create a culture of Clean + S (5S).



Managers' Role

Clean + S (5S): How do I Lead

Afternoon Session

- What is the Manager's Role?
 - Manage by 4 Wall Concept
 - Set the Bar High – Walk your Assistant Managers
 - Check, Check, and Check Again
 - Feedback to Assistant Managers – the Standards will be Sustained
 - Visual Management – Let floor condition speak to you





Summary

- Clean + S (5S) must be understood and supported by you in order to make it work.
- It's a prerequisite for Visual Management

Q & A Session



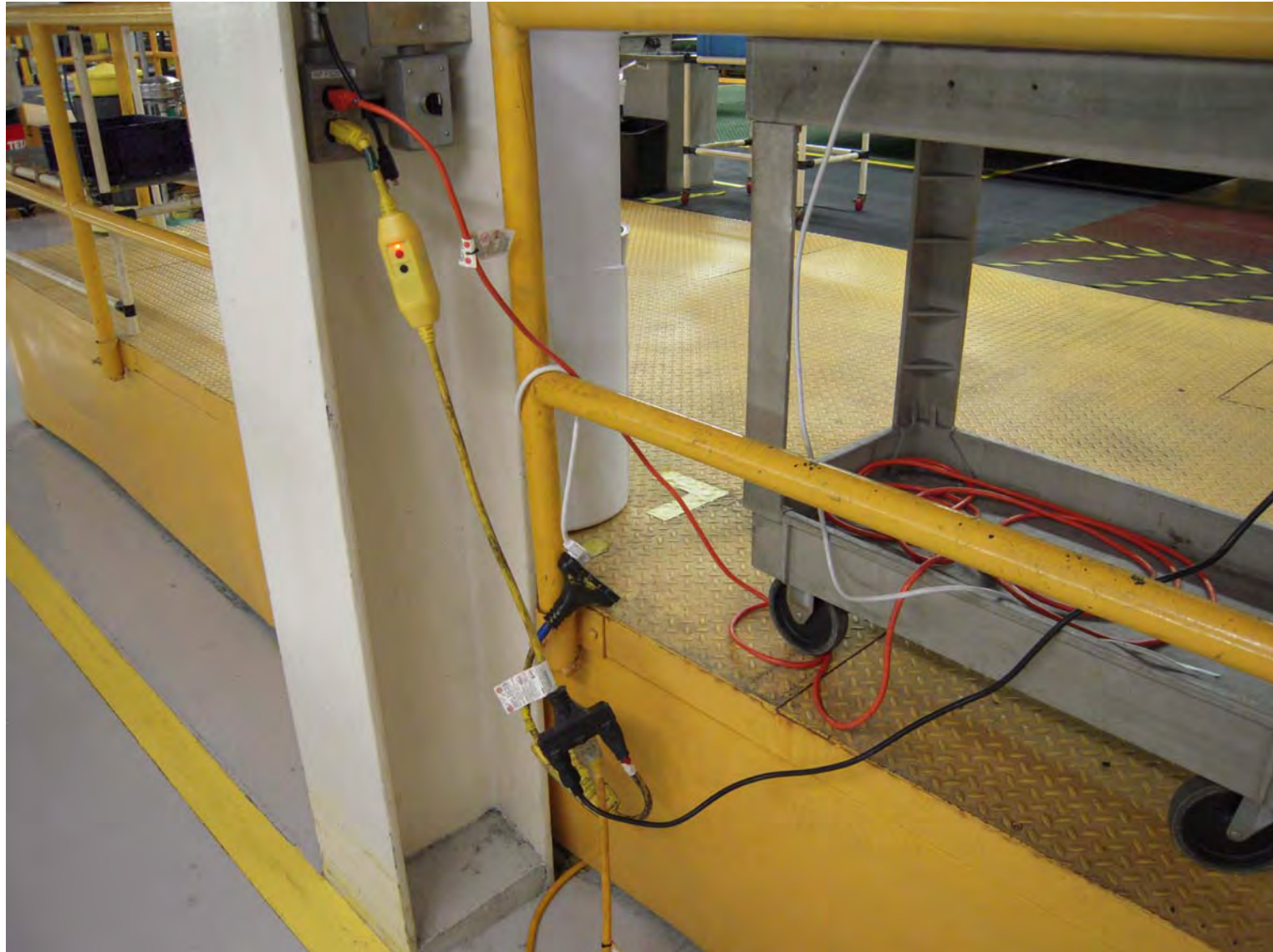
Managers' Role Clean + S (5S): How do I Lead

Afternoon Session

- What is the Manager's Role?
 - Manage by 4 Wall Concept
 - Set the Bar High – Walk your Assistant Managers
 - Check, Check, and Check Again
 - Drive discipline and accountability
 - Feedback to Assistant Managers – the Standards will be Sustained
 - Visual Management – Let floor condition speak to you















Summary

- Clean + S (5S) must be understood and supported by you in order to make it work.
- It's a prerequisite for Visual Management