Best Practice of Implementing Sort Step in the Five Steps of Lean Production

Sort is the sorting through the contents of the workplace and removing unnecessary items. This step is designed to identify and eliminate all the unnecessary items from the shop floor. Remember this is a team effort, so you need to get everyone involved.

- Look around the workplace with your team and identify items which are not needed or necessary in today's environment.

- Come up with a plan for disposal of the not needed items.

- Take pictures of the items (for future reference).

- Put a red tag on item with a date.

 https://www.compliancesigns.com/pd/5s/5s-red-tags-w-12-wire-50-pk-50trt50

- Ask the following questions when red tagging:

    1. If it is needed, then in what quantities?

    2. If it is needed, how often is it utilized?

    3. If it is needed, where is the proper location for the item?

    4. Who is responsible for the item?

    5. Where all items accounted for?

- Finding a holding area for the red tagged items.

- Classify the items by frequency of use (if an item has not been used in a year, then consider if it should be removed from the shop)?

- Items used hourly or daily should be within arm's reach. Items or equipment used once a week or month should be stored in the work area? Items less frequently, should be stored in more distant location.

- Set a time limit for items that are red tagged for disposal.

- Dispose of all items which are broken and have no value.