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### Aimcal Presentation

This presentation shows the production improvements practices used in a manufacturing facility to implement transformation using 5s, set up reduction, and machine down time and savings through waste reduction. 5's should be one of the first steps in the improvement phases of a company. Once 5's is achieved all other improvements will be easier.

5s is not simply about cleaning up the shop floor.  
It's an ideal that reshapes how you think about a workplace and provides a foundation for significant improvements.

It's a way to change how people approach their work, workplace and each other.  
5s can be a powerful technique for developing an organization and deploying a new lifestyle. It can help improve communication between the shop floor and support departments. It can help develop the characteristics employees require to be a part of a world class organization. It can reduce injuries, downtime, defects, lead times, inventories and associated production cost.

Slide 1-4 – Why you need 5s. Show common practices throughout the film converting industry.

Slide 5 – Will show the 5 basic phases of 5s however the 6<sup>th</sup> is safety. Once you agree to 5s and begin phase one (SORT) you can already start to see the benefits of safety.

Slide 6-9- Sort is a waste reduction activity

- Creating a cross functional team to work in one particular area or department.
- Remove all known problems (clutter).
- Red tag all problems and place them in a designated red tag area for disposition.

The red tag area should be set up in a common area of your facility so that it is visible to all.

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Slide 10– Set in Order phase

Will have immediate impact if your employees have a visual of progress. Many skeptical people will now want to be a part of a good thing.

Show employees by posting b4/ after photos talk about this progress in shift meeting and explain how this benefits everyone. Remember to emphasize that this took no time at all and ask for other great ideals.

Slide 11-14 – Set in order photos

Slide 15- Shine phase

The Team should agree on what the cleaning standards need to be. Document the cleaning standard and create small team to accomplish the task. Document how often this task should be done. This phase needs to have full involvement from employees to gather data of what they feel needs to be cleaned and how often.

Slide 16- Will give a brief outline of this phase with emphases on documentation

Slide 17-22 will show before, during and after photos of shine.

Slide 23- Standardize phase (ensure the improvements are maintained)

This phase can not fail or everything that you have set out to accomplish will become worthless.

Creating a check list showing who is responsible for the task and how often the task should be performed. This phase should be in great detail of each area.

Slide 24- The overview of the Standardize phase.

Slide 25- Will show the cleaning check list that is taken from the shine phase. This is the cleaning that employees have preformed and agreed upon.

Slide 26-27 Sustainability phase (disciplinary)

Agree on a top management policy on cleaning. Place photos of Shine on the wall for reference of progress. Appoint people responsible for all systems introduced.

Ownership of all 5s areas. Note that ownership of every square foot of your facility should be owned. Otherwise clutter will build where no one is assign to that area.

Slide 28- Visual 5s scorecard (Audit form to prevent the level of drop.)

Slide 29- Ownership of every area!

Slide 30- Benefits of 5s

- Appearance throughout the facility
- Improve safety
- Decreases down time

- Raises employee morale
- Identifies problems more quickly
- Develop control through visibility

## Set Up Reduction

Slide 31-32- 5 phases Set up reduction with the emphasis always on 5s  
 Creating a cross functional team to evaluate a process by studying the set up (using video) and evaluation in detail by timing each function taking place from the time the last good piece from the previous run to the first good piece of the next run.  
 Dissecting each piece and eliminating or converting internal elements into external elements.  
 Reducing internal and external elements.  
 Eliminating adjustments within the process.  
 Standardize the set up- the right way, the same way every time.  
 Work from easiest (most efficient) to the most difficult task. Shows the process that should be taken. Document all task associated with the entire process. Document the time for each task and who is doing the task.  
 Evaluate what internal task can be converted to external task. Eliminate task not needed and assign ownership of all internal task.  
 The team should then run another trial using the new process and (video) document once again. Re evaluate for more improvements.

Slide 33-35- Current, future and actual state of the process. Discuss savings

Slide 36-39- Shows changes improvements made during set up reduction.

Slide 40- Key benefits- Refer to slide and discuss dollar amounts can save  
 Up to \$250,000 annually in saving through set up reduction

Slide 41- Cost awareness

What are the true expenses of packing supplies that your company uses in one year?  
 How can you as an employee help reduce cost that will profit the business that employs you?

Teach your employees the benefits, offer incentives and standard practices.

In one year cost save can reach well into the 100's of thousands.

We have saved well over \$100,000.00 last year alone with recycling, Hazardous waste reduction, packaging supplies and trash removal.

Many other program in place such as 5s, best practices, tooling certification, scrap film reduction add great savings.

Slide 42-44- Show visuals of cost awareness throughout the facility.

Slide 45 – How does this benefit employers as well as employees?