



114 – Point of Use Storage (POUS) with 5S Application – Workplace Organization Kaizen Training

Onsite – 3 Days, 8 Hours/day – Optimum class size 6 - 9 students

Training Description:

Point Of Use Storage (POUS):

One of the most useful Lean concepts is Point of Use Storage or POUS. Point of Use Storage in its simplest definition is the storage of raw materials at the work centers where they are used. The lean concept of POUS eliminates identifies and eliminates intermediate steps currently in the process so the raw material moves from the receiving dock to the work center where it is used. In some factories, the receiving dock location is omitted and the raw material is off loaded from the truck and moved straight to the work center. Intermediate steps which cannot be immediately removed are analyzed to determine why the step is still necessary. Roadblocks are identified and reduced or eliminated. When you move the raw material to the work center, it goes into a designated location that has been sized for the proper quantity. If the material shipment doesn't fit, the vendor has delivered the wrong quantity. That is an issue to be solved with the vendor. The end result is material at the location where it will be used and in the proper quality and quantity.

5S Workplace Organization and Standardization:

This training instills a five-step highly disciplined housekeeping technique. This technique provides the 'how to' for a manufacturer to clean up the typically disorganized work area and ensure the success of lean manufacturing on the shop floor.

The 5 steps are:

- Sort through all items and remove unneeded items
- Set in Order remaining items, set limits, create temporary location indicators
- Shine or clean everything and use cleaning as inspection
- Standardize the first 3 S's by implementing visuals displays and controls
- Sustain the gains through self-discipline, training, communication and total employee involvement.

Training Objective:

The result from this POUS effort will be profitable! You will have simplified material handling, inventory management, storage, and material tracking. Because you have less handling of the materials, the waste and damage will decrease. In addition, you will have a vendor who is integrated with your production operation and can supply a better-quality raw material.

This concept of POUS can also work in the office environment. Place the copying equipment and office supplies where they are needed, not in a place convenient to the office manager or copier equipment supplier. The POUS training combined with the 5S methodology will result in a much better organized and value added process than currently exists.



Students will experience and learn the basic POUS and 5S methodology.

- Complete visual order & minimum waste of motion in the work area
- Maximize value adding work
- Point-of-Use Communications resulting in reduced scrap & rework
- Safety and improved Quality of Work Life
- A basis for Continuous Improvement
- “RED” Tagging Unneeded Items List
- Hands on experience with Setting-in-Order (Visuals)
- Workplace 5S Sustaining Plan and 30-day Kaizen To-Do List

Skill Attainment:

POUS and 5S Kaizen training will provide a clear understanding and application of the 10-step kaizen process for improvement using the Deming Cycle of continuous improvement; Plan, Do, Check and Act. This training will be used over again and again and will become the standard method for addressing improvement opportunities going forward. The POUS storage and 5S technique provides the ‘how to’ to clean up the production and office areas that lets employees “see” for the first time the waste that is inherent to the process. This basic tool will become the first step for students to eliminate waste and to streamline work areas.

These skills are transferable within the company, industry and are highly desirable by any manufacturer.

**POUS and 5 S Workplace Organization Kaizen
Training Agenda (Delivered over 3 days)**

Step 1

Define the Problem:

- Training will be focused on problem definition, and the tools utilized in the development of this statement. Including spaghetti chart development
- Understanding and quantification of the financial impact of the improvement planned.
- Brainstorming

Step 2

Define the Current Situation

- Document the Current flow of material, parts, information, people and equipment in the designated area.
- Use 5S workplace checklist
- Begin Sorting using the “Red Tag” method and log unwanted items
- Begin to build the workplace display and Kaizen Storyboard



Step 3

Visualize the Ideal Situation

- Use many of the same tools of the previous activity to begin developing the ideal situation. (Spaghetti diagram, 5S Workplace Checklist)
- Consider the implementation of lean concepts where applicable
- Ensure all team members are on the same page

Step 4

Define Measurement Targets

- Understand the Financial Impact Analysis Checklist and utilize as a guide to the process
- Use the Kaizen Storyboard to list the key measurements
- Record Current and Desired Measures
- Discussion with those impacted to insure buy in and confirm Management Support is in place.

Step 5

Brainstorm / Try-Storm Solutions to Problem

- Identify areas to “Set In Order”
- Consider Lean concepts such as Point of Use Storage, optimizing Plant Layout, Visual Controls, Kanban, Pull Systems, etc.
- Mock-up / simulate work stations setting in order tools, materials, work flow and limiting quantities and space requirements
- Identify barriers