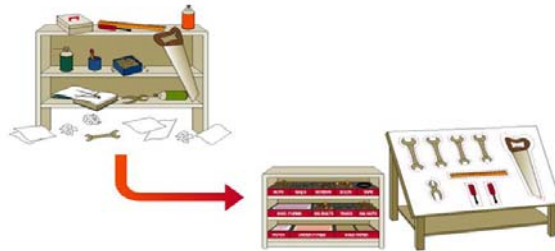


Straighten

Overview of Module

Formally defined, straightening means to arrange all necessary items in such a way as to maximize economy of movement. In other words we should place the things we use most close to us in a clearly labelled and designated place.



Really, all we're doing in the straighten step is asking the question... what's the right place for the items we use most. Now with this said, straighten doesn't simply mean to "put things in neat rows" as the name might imply... instead it means to find a place for everything while ensuring everything is in its place. Some actually refer to this step as "set in order".

Why Straighten?

1. First of all, once items have been organized and straightened they're easy to find and return. As an example, if you mistakenly grabbed some red apples instead of green apples in this store it wouldn't take you long to remedy the situation since this particular supermarket excels at the straighten step of 5S.
2. Next, straightening also makes things much easier to find which in turn eliminates the frustration caused when we are searching for things.
3. And a fact most people don't initially think about is that straightening also reduces inventory since things don't get lost and you don't buy extra things you don't need since you already have them (and can find them).
4. These are just a few examples of why straightening is so important. There are many more reasons such as the fact that the straighten step is actually at the core of so many important lean and business principles such as safety, ergonomics, quality, inventory control, productivity, standard work, the visual workplace and employee morale.

3 Steps to Straightening

1. Once we're done sorting and getting rid of the things we no longer need we then need to understand the current situation. In other words, we need to understand what's needed in the way of tools or supplies at the place the work is done. We also need to understand the standard work or the things the person doing the job does on a regular basis.
2. Next, we must then decide where things belong based on our understanding of the work that's done.
3. Finally, once we know where to put things we must determine how things should be stored since making things easy to find doesn't always mean they're easy to retrieve.

Point of Use

Point of use describes when materials, tools, and parts are located close to the process they'll be used. When items are placed at point of use they're immediately available within arms reach. This makes things safer and more efficient since wasted motion, waiting, and correction is all but eliminated.

Three F Standards

In order to properly store things it is recommended that the following points be taken into considerations. Namely:

- Fixed location: Items have a dedicated location and don't "wander"
- Fixed item: A place for everything, and everything in its place
- Fixed quantity: Only a pre-determined amount of items can be stored (no mound hills allowed)

Key Terms

- Straighten: To arrange all necessary items in such a way as to maximize economy of movement.
- Point of Use: Describes when materials, tools, and parts are located close to the process they'll be used.