

CANDO / 5S

Although Lean originated in the automotive industry many years ago, the principles of Lean apply equally to non-manufacturing processes. For example, it can be applied in a restaurant, office, shop etc. Many of the tools and techniques are similar.

One of the many techniques that can help you identify waste is "CANDO", or "5S". This is a simple technique and very easily implemented, not just in the office, but in any workplace. Once your people see the improvements that come from implementing "CANDO", the easier it is to maintain the momentum and soon the "continuous improvement" cycle is born.

C is for CLEANUP

Firstly, we remove all items (accumulated dirt and grime, paper, furniture, memos, manuals, files and books) that are not required within the near future. Such items are waste, or lead to waste. (Don't forget to check the contents of drawers!) They take up space, lead to extra walking around, and lead to waste of time whilst searching for what you really need which is buried under piles of less important material. Cleanup also includes fixing – equipment that is broken must either be disposed of or repaired.

A is for ARRANGING

"A place for everything" – arranging the workplace and its associated equipment in the optimal layout. The goal is to make the workplace not only good and easy to work in, but also one where anyone can easily locate the necessary items. Reaching, bending and walking are minimised; items are readily to hand, labelled, classified, and easily visible.

N is for NEATNESS

"Everything in its place" and ready to go. The simple fact is that the cleaner or tidier a location is, the easier it is to see if something is out of place. Neatness has a direct impact on productivity since needless searching for lost documents, files and pens will be eliminated.

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D is for DISCIPLINE

This step aims to keep the office in a "Managing Director's visit" state all the time. The thought here is that it is easier to keep things going, than to stop and restart over again - like the momentum of a train. This is not discipline in the army sense, but rather getting into the routine or mindset of keeping up the standards and procedures established in earlier steps.

O is for ONGOING IMPROVEMENT

This is maintaining the momentum of continuous improvement. Here we should not only be concerned with tackling obvious symptoms but also with getting to the root cause.

Contact Nicholson Consultancy now and find out how you can benefit from introducing Lean in your business.

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