

Project: 5S Surplus – standard operating procedure

Department: Information Technology

Problem Statement

Surplus of IT equipment has traditionally been unorganized with little to no standardization.

Equipment inventory has not been adequately maintained, equipment has caused unsafe passage due to the sheer excess of equipment. Further replication of the surplus process was impractical as there was no standard operating procedure created.



Steps Taken/Tools Used

A standard operating procedure was developed.
Items were organized and inventoried.
Items were wrapped in manageable lots for auction.
Accurate lists with corresponding lot numbers were given to the Service Department for auction.

This embraces the 5S methodology.

Accomplishments

- Standardized and documented surplus process
- Reduced delays in current and future IT surplus
- Sustainable surplus process, easily repeatable by following the standard operating procedure.
- Improved safety with manageable lots and improved organization.