

What is 5S?

A method for organizing your workplace and implementing visual management. Using 5S will improve cleanliness, safety, efficiency, and productivity.

How can you use 5s?

To improve cleanliness, safety, efficiency, and productivity while decreasing waste. Also, as a first step in implementing lean manufacturing. And, implementing 5S is a great way to improve operational learning at your workplace.



How did 5S ORIGINATE?

5S was created in Japan after World War II as part of what became known Toyota Production System (TPS) and, ultimately, lean manufacturing.

What are the 5 Steps of 5S?

1. **Seiri**, or Sort
2. **Seiton**, or Straighten/Set in Order
3. **Seiso**, or Shine/Sweep/Sanitize
4. **Seiketsu**, or Standardize
5. **Shitsuke**, or Sustain

1. SORT (Seiri)



Sorting is the first phase of 5S. Remove items from the work area that you don't require for current production needs. This may mean putting them in long-term storage or perhaps even getting rid of them. While sorting, you can put a red tag on anything that you don't need in the work area and then remove all red-tagged items.



2. STRAIGHTEN or set in order (Seiton)



Once you've removed the unnecessary items, organize the rest of the items so they're in the best possible location. Put things where they're easy to access when they're needed and so their location helps to increase efficiency and decrease waste. Mark areas with tape or paint and label the areas so it's easy to see what goes where.

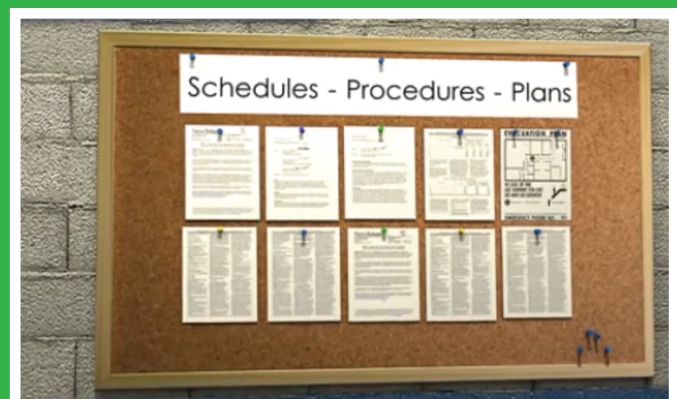
3. SHINE sweep, or sanitize (Seiso)



Next, clean up the workplace. Don't just do this once. Instead, set up a daily cleaning routine. Use daily cleaning to also inspect the work area and machines for wear and damage.

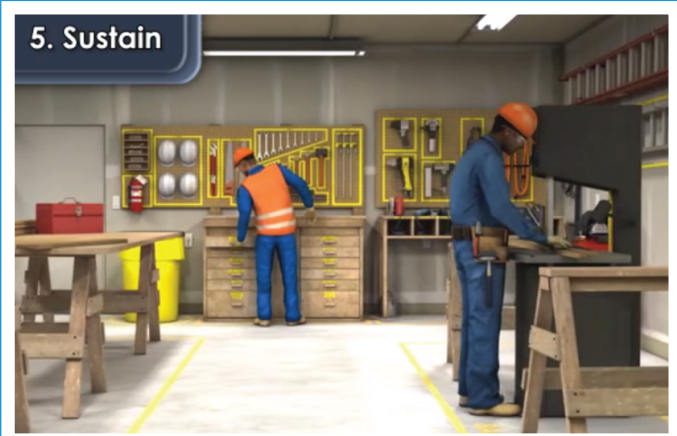


4. STANDARDIZE (Seiketsu)



Once you've sorted, straightened, and shined, it's time to standardize. Identify practices to keep things as you've got them now and create consistent procedures for performing jobs efficiently.

5. SUSTAIN (Shitsuke)



The final element of 5S is to sustain the practice—meaning, keep it going. Keep communicating with people at work about your 5S program and its benefits.

