

Overview of 5S

5S is the Japanese concept for House Keeping as part of the Toyota Production System. 5s allows for quick and easy visual control. It makes it obvious if things are missing or out of place which makes operations more efficient.



Step #1 **SORT** (Seiri)

Sort through the contents of an area and separate out the unnecessary items. remove what is not needed and keep what is needed



Step #2 **SET IN ORDER/Straighten** (Seiton)

Arrange and identify the necessary items in the workplace for easy and efficient use. Place things in such a way that they can be easily reached whenever they are needed.



Step #3 **SHINE** (Seiso)

Clean, not only to make things look good, but in a way that you can spot problems early and keep work areas and equipment in top condition. Keep things clean and polished; no trash or dirt in the workplace.



Step #4 **STANDARDIZE** (Seiketsu)

Create guidelines for maintaining the improved conditions. Maintain cleanliness after cleaning - perpetual cleaning.



Step #5 **SUSTAIN** Shitsuke

Make a habit out of the beneficial changes you have made in the area. Spread the best practices throughout the organization.