

# 5S: Sort, Set in Order, Shine, Standardize, Sustain

## What is 5S?

- 5S is one of the fundamental tools of continuous improvement
- 5S was created as a part of Lean Six Sigma - a combination of today's most powerful process redesign tools

## 5S Matrix

5S Dimension	Definition	Benefits	Examples/Tips
1. Sort (Seiri)	Sort - Segregate and discard — remove all items from the workplace that are not needed for current production or clerical operations	<ol style="list-style-type: none"> <li>1. The workplace becomes less crowded and easier to work in</li> <li>2. Racks and cabinets of unneeded items are removed, eliminating barriers that hinder communication</li> <li>3. Less time searching</li> <li>4. Improved process flow</li> </ol>	Use Red Tagging to identify potentially unneeded items
2. Set in Order (Seiton)	Set in Order means that you arrange the items that are needed in the area and identify them or label them so that anyone can find them or put them away.	<ol style="list-style-type: none"> <li>1. A place for everything and everything in its place saves time and resources.</li> </ol>	Use visual tools like a map, border and/or labeling to help Set in Order.
3. Shine and Sweep (Seiso)	The systematic cleaning of the workplace. Keeping the workplace clean and neat as a part of the daily work.	<ol style="list-style-type: none"> <li>1. Defects are easier to see in a well-lit and clean environment</li> <li>2. A work area clean of debris is less likely to cause a tripping hazard</li> <li>3. Equipment that is clean and maintained works more efficiently</li> <li>4. A clean work area promotes improved morale.</li> </ol>	Implement a cleaning schedule to ensure Shine and Sweep take place on a regular basis.
4. Standardize (Seiton)	Defines how tasks should be done and explains the best way to perform tasks.	<ol style="list-style-type: none"> <li>1. Easier to train new employees</li> <li>2. Less room for errors and scrap</li> <li>3. Work area is more organized</li> <li>4. Work area is safer</li> </ol>	Integrate the benefits found in the first 3S's into the everyday work activity.
5. Motivate to Sustain (Shitsuke)	Defines how to maintain and review standards to ensure you and/or others don't gradually fall back to the old ways of operating.	<ol style="list-style-type: none"> <li>1. Cleaner, safer, working environment</li> <li>2. Detailed tasks are documented to make processes more efficient</li> <li>3. Work place is maintained in an organized fashion without clutter</li> <li>4. Tools and materials are easier to find</li> <li>5. Higher employee morale</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep everyone aware of 5S and its benefits</li> <li>2. Make time each day to perform daily tasks</li> <li>3. Make it structured</li> <li>4. Give recognition where it is due</li> <li>5. Establish checklist for visitors to review</li> </ol>