

The 5S System – <http://www.bes-llc.com/5S.htm>

5S is a workplace organization method that puts a work area in order and sustains that order, so that any waste can continue to be identified and eliminated. This program can be used to supplement the Lean Enterprise system.

5 S is short for the words: Sort, Straighten, Shine, Standardize, and Sustain (which are based on 5 Japanese words that describe the standardized organization and are listed below). Another “S” that is often added to the 5S is Safety.

Seiri - Tidiness, Organization

Refers to the practice of sorting through all the tools, materials, and equipment in the work area and keeping only essential items. Everything else is stored or discarded. This leads to fewer hazards and less clutter to interfere with productive work.

Seiton - Orderliness

Focuses on the need for an orderly workplace. Tools, equipment, and materials must be systematically arranged for the easiest and most efficient access. There must be a place for everything, and everything must be in its place.

Seiso - Cleanliness

It is essential keep the workplace clean and neat. Cleaning in Japanese companies is a daily activity (at the end of each shift, the work area is cleaned up and everything is put back in its place).

Seiketsu - Standards

The workplace environment needs to be consistent and controlled. Basic housekeeping standards apply everywhere in the facility, and everyone knows exactly what his or her responsibilities are.

Housekeeping duties are part of regular work routines.

Shitsuke - Sustain Discipline

The standards must be maintained to keep the workplace in order. These rules keep the facility safe and productive when they are enforced..

5S is used in conjunction with other Lean concepts such as Total Preventative Maintenance (TPM) and Cellular Layout. The 5S discipline requires clearing out things which are not needed in order to make it easier to obtain the tools and materials that are needed in the production process, thus making the workplace more efficient and productive.