5S Methodology

Workplace Organization & Standardization



Sort

Sort out what's not needed and bring in what is needed, throughout your workspace.



Set in Order

Organize and store the right amount of materials, information, supplies, and tools to support building of a product or delivering of a service in the most efficient way.



Shine

Define what "clean" looks like, then return the area to the "cleaning standard" as you go or when work is complete. As you clean, you inspect for anything that aren't "normal" tools, equipment, and supplies so that they can be addressed quickly.



Standardize

Make a standard set of all the rules to keep 5S going forward: When will you sort again, what is the schedule for cleaning, what does clean look like, etc.



Sustain

Keep up the process. Create infrastructure around auditing, communication, and how continued processes will be attained.

A workplace that is:



- Clean
- Organized
- Orderly
- Safe
- Efficient
- Pleasant
- The foundation for all other improvement activities

Resulting in:



- Fewer accidents
- Improved efficiency
- Improved quality
- Workplace control

And therefore:



- Reduced waste
- Reduced cost

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