

What is 5S

5S is the foundation of all improvements **and is** the key component of establishing a Visual Workplace. Both are a part of **Kaizen** — a system of continual improvement which is a component of lean manufacturing.

A 5 S program focuses on having visual order, organisation, cleanliness and standardisation. The results you can expect from a Five S program are: **improved profitability, efficiency, service and safety.**

The principles underlying a 5S program at first appear to be simple and obvious common sense. However, when implemented in a disciplined manner the above benefits will accrue.

5S Explanation



What types of organisations benefit from a 5S program?

Everyone and all types of business benefit from having a well constructed 5S program. It is usually manufacturing that comes to mind but any type of business from hospitals to professional services and every area or department within the organisation will benefit from implementing a 5S program.

So, what exactly does 5S stand for?

1. Sort (Seiri)

Removing all unnecessary items from the workplace

2. Set In Order (Seiton)

Creating a specific location for everything

3. Shine (Seiso)

Clean the work area

4. Standardise (Seiketsu)

Standardise the best practice within the workplace

5. Sustain (Shitsuke)

Never slip back into the old ways

Many organisations experience difficulty in moving beyond the third S but 5S is achievable.

We employ the Principles of Kaizen:

- saying no to status quo, implementing new methods
- if something is wrong, we correct it
- accepting no excuses and make things happen
- improving everything continuously
- abolishing old, traditional concepts
- being economical – saving money through improvements and investing in further improvements
- empowering everyone to take part in problem solving
- before making decisions, we ask “why” five times
- getting information and opinions from multiple sources, and
- we remember that improvement has no limits – we never stop trying to improve



Kaizen

- ▶ Customer Orientation
- ▶ Total Quality Control/Six Sigma
- ▶ Robotics
- ▶ Quality Circles
- ▶ Suggested System
- ▶ Automations
- ▶ Discipline in the Workplace
- ▶ Total Productive Maintenance (TPM)
- ▶ Kanban
- ▶ Quality Improvement
- ▶ Just-In-Time (JIT)
- ▶ Zero Defects
- ▶ Small-Group Activities
- ▶ Cooperative Labor/Management Relations
- ▶ Productivity Improvement
- ▶ New Product Development