



# The 5-S System

## Workplace Standardization and Organization

### ❁ Description

The 5-S system is a series of activities designed to improve workplace organization and standardization. These five activities, all of which begin with the letter S, include:

1. Sort . . . . . Remove all unneeded items
2. Set In Order. . Set limits and create temporary location indicators
3. Shine . . . . . Clean everything, use cleaning as inspection
2. Standardize . . Implement visual displays and controls
3. Sustain . . . . . Keep in place through training and total employee involvement

This basic philosophy is applied in unique ways for many different situations such as: to improve or design workstations, to improve overall plant organizations, to improve plant safety, to create visual aids, to standardize systems across work areas so employees can help each other out easier, and to increase efficiency and quality.

### ❁ Benefits

- ✓ Improve quality
- ✓ Achieve work standardization
- ✓ Decrease changeover time
- ✓ Improve safety
- ✓ Reduce storage costs
- ✓ Reduce cycle time
- ✓ Reduce machine down time
- ✓ Boost employee morale as well as work environment

### ❁ Options

This is an action-oriented process that is customized to your exact needs, generally over two to four days. A team of 5-8 people learn the 5-S principles in the classroom, develop an implementation plan for your facility, and then move to the shop floor and implement that plan. In this hands-on approach, the team alternates between learning the principles in a classroom setting and implementing them on the shop floor.

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