

5 S METHODOLOGY



Focuses on decluttering and organizing workspaces. By separating necessary items from unnecessary ones, it ensures efficiency and safety. The term “Seiri” originates from Chinese Confucian philosophy, emphasizing harmony and order. Implementing Seiri leads to a visually organized workspace, making problems immediately apparent



Set in Order involves arranging necessary items so they are easily accessible and clearly labeled to streamline workflow and reduce waste. This step ensures that tools and materials are organized logically, promoting efficiency and reducing time spent searching for items.



Shine focuses on maintaining cleanliness and orderliness by regularly cleaning and inspecting the workspace to prevent equipment deterioration and ensure a productive environment. This step not only involves cleaning but also identifying and addressing potential issues that could lead to inefficiencies or safety hazards.



Standardize ensures that best practices and procedures are uniformly followed to maintain consistency and high standards across tasks. By creating clear guidelines and schedules for routine tasks, labeling, and documentation, it minimizes variability and errors.



It involves regular audits, training, and reinforcement to ensure that the 5S practices become ingrained in the organizational culture. By fostering discipline and commitment among employees, Sustain helps prevent backsliding into old habits and encourages ongoing improvement, leading to increased efficiency, safety, and productivity in the workplace.