

Introduction

There are five 5S phases: They can be translated from the Japanese as "sort", "straighten", "shine", "standardize", and "sustain". Other translations are possible. The list describes how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. The decision-making process usually comes from a dialogue about standardization, which builds understanding among employees of how they should do the work.. 5S was developed in Japan and was identified as one of the techniques that enabled Just in Time manufacturing. Two major frameworks for understanding and applying 5S to business environments have arisen, one proposed by Osada, the other by Hirano. Hirano provided a structure for improvement programs with a series of identifiable steps, each building on its predecessor.

Seiri (Sort)

Organize and straighten up.

- ☐ Remove unnecessary items and dispose them properly
- ☐ Make work easier by eliminating obstacles
- ☐ Reduce chance of being disturbed with unnecessary items
- ☐ Prevent accumulation of unnecessary items
- ☐ Evaluate necessary items with regard to cost or other factors
- ☐ Remove all parts not in use
- ☐ Segregate unwanted material from the workplace
- ☐ Need fully skilled supervisor for checking on regular basis
- ☐ Don't put unnecessary items at the workplace & define a red-tagged area to keep those unnecessary items

Seiton (Systematic Arrangement)

Can also be translated as "set in order", "straighten" or "streamline"

- ☐ Arrange all necessary items so they can be easily selected for use
- ☐ Prevent loss and waste of time
- ☐ Make it easy to find and pick up necessary items
- ☐ Ensure first-come-first-served basis
- ☐ Make workflow smooth and easy
- ☐ All above work should be done on regular basis

Seisou (Shine)

Can also be translated as "sweep", "sanitize", "shine", or "scrub"

- ☐ Clean your workplace completely
- ☐ Use cleaning as inspection
- ☐ Prevent machinery and equipment deterioration
- ☐ Keep workplace safe and easy to work
- ☐ Keep work place clean

Seiketsu (Standardize)

Standardize the best practices in the work area.

- ☐ Maintain high standards of housekeeping and workplace organization at all times.
- ☐ Maintain orderliness. Maintain everything in order and according to its standard.
- ☐ Everything in its right place.
- ☐ Every process has a standard.

Shitsuke Ss (Sustain)

To keep in working order. Also translates as "do without being told" (though this doesn't begin with S)

- ☐ Perform regular audits
- ☐ Training and Discipline
- ☐ Training is goal oriented process. Its resulting feedback is necessary monthly

Safety

The phrase "Safety" is sometimes added. There is debate over whether including this sixth "S" promotes safety by stating this value explicitly, or if a comprehensive safety program is undermined when it is relegated to a single item in an efficiency-focused business methodology.

Security

The phrase "Security" can also be added.[citation needed] To leverage security as an investment rather than an expense, the seventh "S" identifies and addresses risks to key business categories including fixed assets (PP&E), material, human capital, brand equity, intellectual property, information technology, assets-in-transit and the extended supply chain. Techniques are adapted from those detailed in Total security management (TSM) or the business practice of developing and implementing comprehensive risk management and security practices for a firm's entire value chain..



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