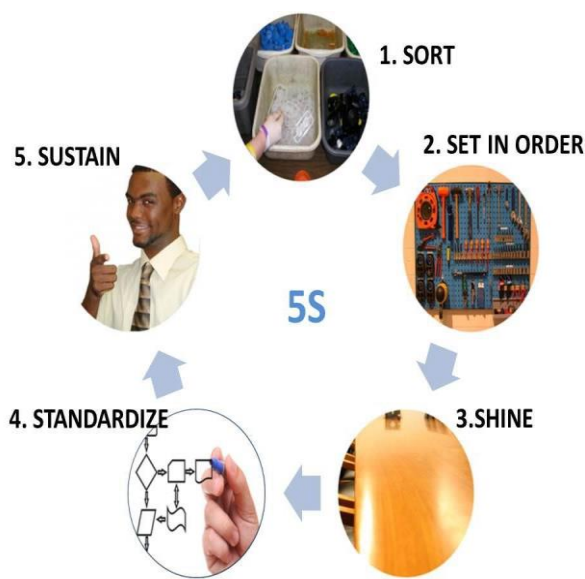


## The five steps of Japanese 5S

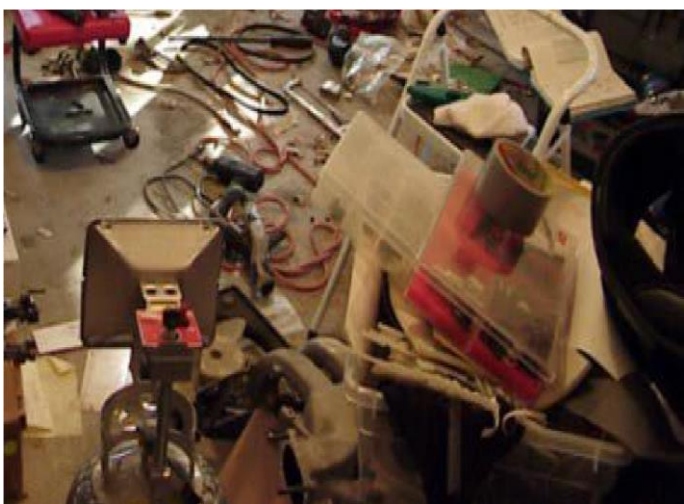


## Why do we practice the 5S?

The general concept of the 5S is that they are intended to eliminate waste. Working in disorder is neither productive, nor safe. 5S is a simple and practical method to instill a quality culture at the workplace. It is relatively easy to undertake and requires minimal additional resources. The first and small investment made in time and effort pays off in a much bigger manner when the results are realized and maintained. Among the main benefits of implementing 5S are:

- The workplace becomes cleaner, safer, well-organized, and more pleasant.
- Floor space utilization is improved.
- Workflow becomes smoother and more systematic and non-value-added activities are reduced.
- Time for searching tools, materials and document is minimized.
- machine breakdowns are reduced since clean and well-maintained equipment breaks down less frequently and it also becomes easier to diagnose and repair before breakdowns occur, therefore extending equipment life.
- Errors are minimized leading to making defect-free products.
- Consumables and material wastage are minimized.
- The morale and satisfaction of employees improves; and
- The productivity of the organization improves together with the quality of products and services.

**Disorder is neither productive nor safe**



## How do we practice the 5S?

The meaning, methods of implementing and benefits of each of the 5S are given below.

### **SORT – SEIRI**

This means distinguishing or sort out between ‘wanted’ and ‘unwanted items’ at place of work and removal of unwanted items.

#### **Benefits:**

- Your useful floor is saved.
- Your searching time of tools, materials, and papers is reduced.
- You have better flow of work.
- Your inventory cost of unnecessary items is reduced.



### **SET IN ORDER – SEITON**

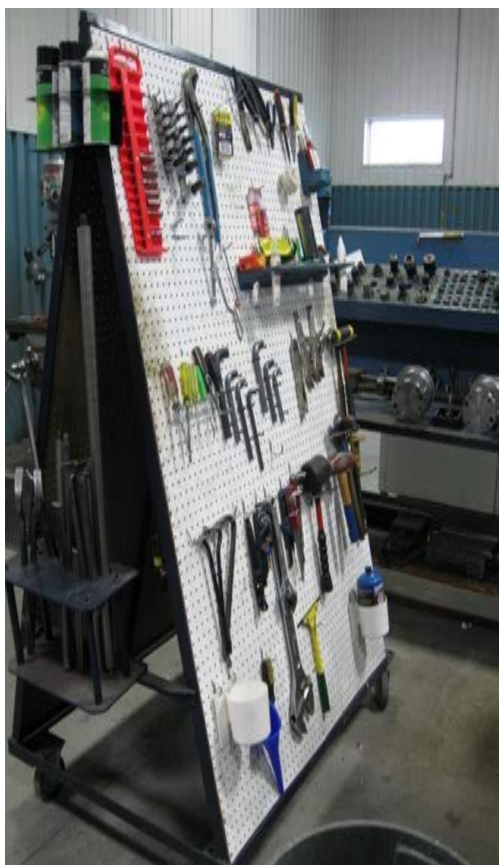
Arranging items in such a manner that they are easy to use.

Labelling them so that they are easy to find and put back.

This means a place for everything (necessary) and everything in its place. No more homeless items.

#### **Benefits:**

- You take things out and keep things back easily.
- You make lesser mistakes.
- You reduce searching time.
- Your work environment becomes safe.





## **SHINE – SEISO**

This means removing dirt, strain, filth, soot, and dust from the work area.

This includes cleaning and care for equipment and facilities and inspecting them for abnormalities. In a way it also includes primary maintenance of equipment.

### **Benefits:**

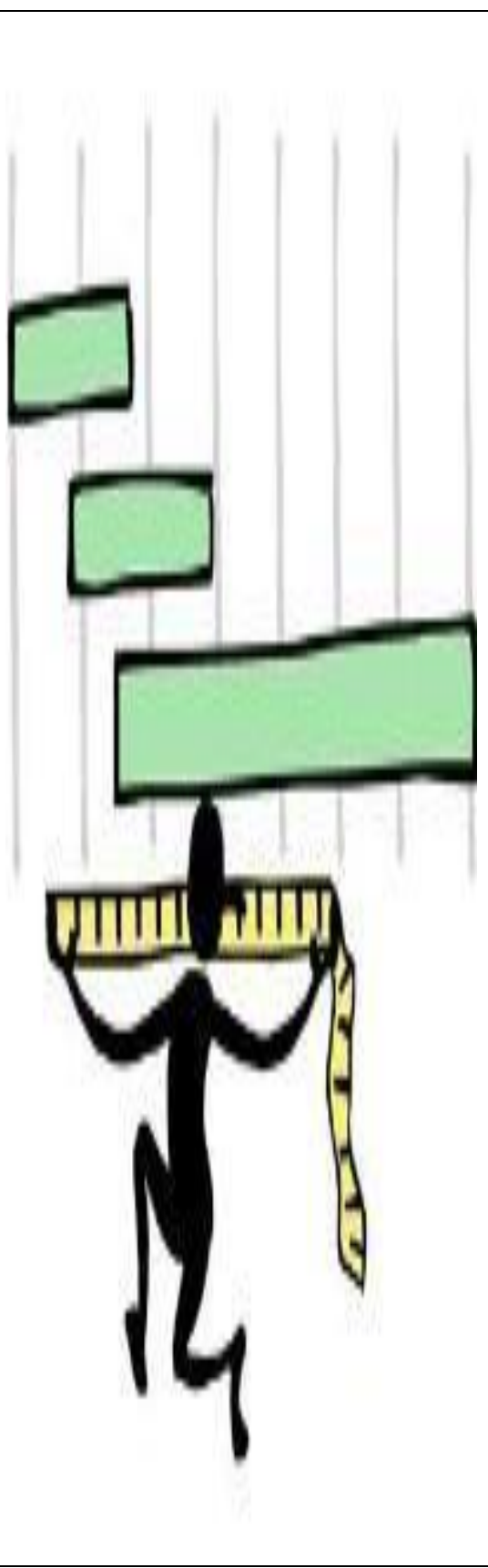
- Your workplace becomes free of dirt and stains which is the starting point for quality.
- Your equipment lifespan will be prolonged, and breakdowns will be less.
- Creates a pleasant environment.
- Prevents accidents.



## **STANDARDIZE – SEIKETSU**

This calls for systematizing the above 4S practices. This means ensuring that whatever cleanliness and orderliness is achieved should be maintained.

This requires that you should develop a work structure that will support the new practices and turn them into habits. The purpose of standardization is to make sure that everyone in the company follows the same procedure, the same names of items, the same size of signalization/floor marking, shapes, colors, etc. Standardize also helps to do the right thing the right way every time.



## Benefits:

- Your activities will be simplified.
- You will have consistency in the work practices.
- You will avoid mistakes.
- With better visual and transparency management work efficiency will improve.



## Sustain – Shitsuke

Sustain also means 'Discipline'. It denotes your commitment to maintain orderliness and to practice first 3S as a way of life. This also requires that your employees show positive interest and overcome resistance to change.

## Benefits:

- Promotes habit for complying with workplace rules and procedures.
- Creates healthy atmosphere and a good workplace.
- Helps you to develop teamwork.
- Provides you with data for improving 5S



Key chain  
color &  
cupboard  
color matching



## Before and after 5S



The methods of implementing each of the 5S have been indicated in the tables above. It would be advisable to start the implementation with one selected area in the organization and then after getting positive results to extend gradually to other areas.