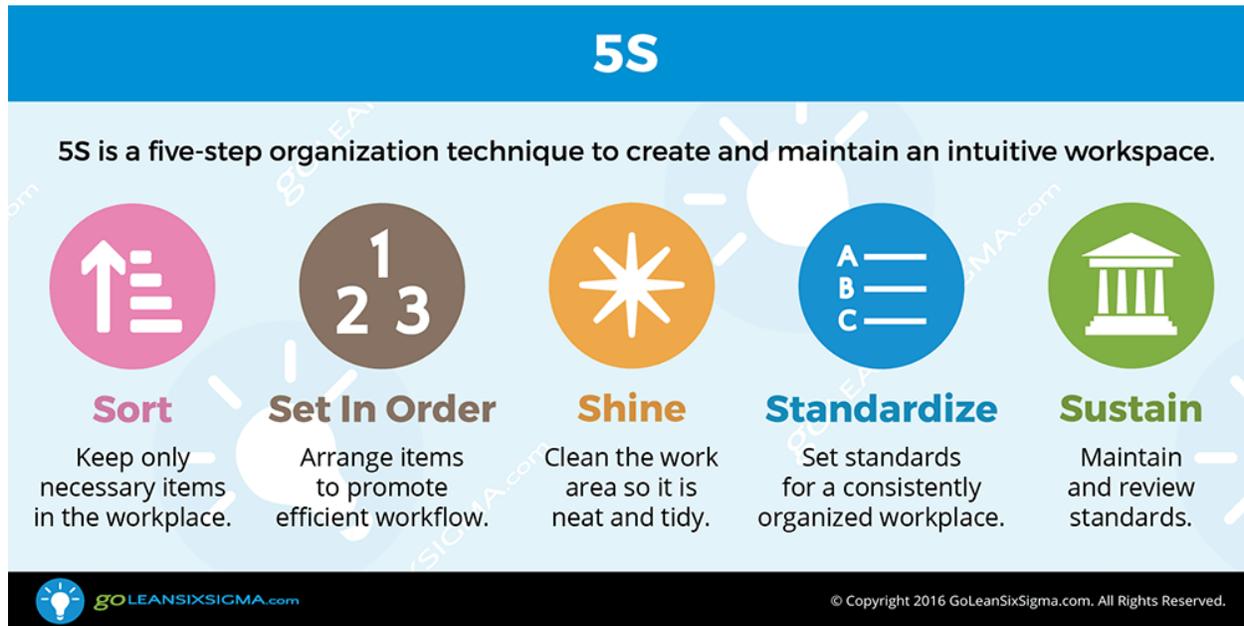


5S is a methodical way to organize your workplace and your working practices as well as being an overall philosophy and way of working. It is split into 5 phases, each named after a different Japanese term beginning with the letter “S”; (Seiri, Seiton, Seiso, Seiketsu, Shitsuke) hence the name 5 S: **You can start small!**



1. Sort is the first step in 5S, it refers to the sorting of the clutter from the other items within the work area that are actually needed. This stage requires the team to remove all items that clearly do not belong in the working area. Ask:
 - a. What is the purpose of this item?
 - b. When was this item last used?
 - c. How frequently is it used?
 - d. Who uses it?
 - e. Does it really need to be here?
2. Straighten is the process of taking the required items that are remaining after the removal of clutter and arranging them in an efficient manner through the use of ergonomic principles and ensuring that every item “has a place and that everything is in its place.” **Example: Shadow Boards** [Right]
3. Sweep is the thorough cleaning of the area, tools, machines and other equipment to ensure that everything is returned to a “nearly new” status. This will ensure that any non-conformity stands out; such as an oil leak from a machine onto a bright, newly painted clean floor.



4. Standardize is the process of ensuring that what we have done within the first three stages of 5S become standardized; that is we ensure that we have common standards and ways of working. Standard work is one of the most important principles of Lean manufacturing.
5. Sustain, ensuring that the company continue to continually improve using the previous stages of 5S, maintain housekeeping, and conduct audits and so forth. 5S should become part of the culture of the business and the responsibility of everyone in the organization.

Questions? Interested in Lean? Contact john.sears@vermont.gov

2S : Set In Order - Examples



5S on desk top drawer



Marker pens sorted by color



A diagonal stripe was taped on to the spines of a set of binders. At a glance, anyone can tell if any file is missing.



Cabinet filing with labels



Files are color-coded and neatly arranged on desk

