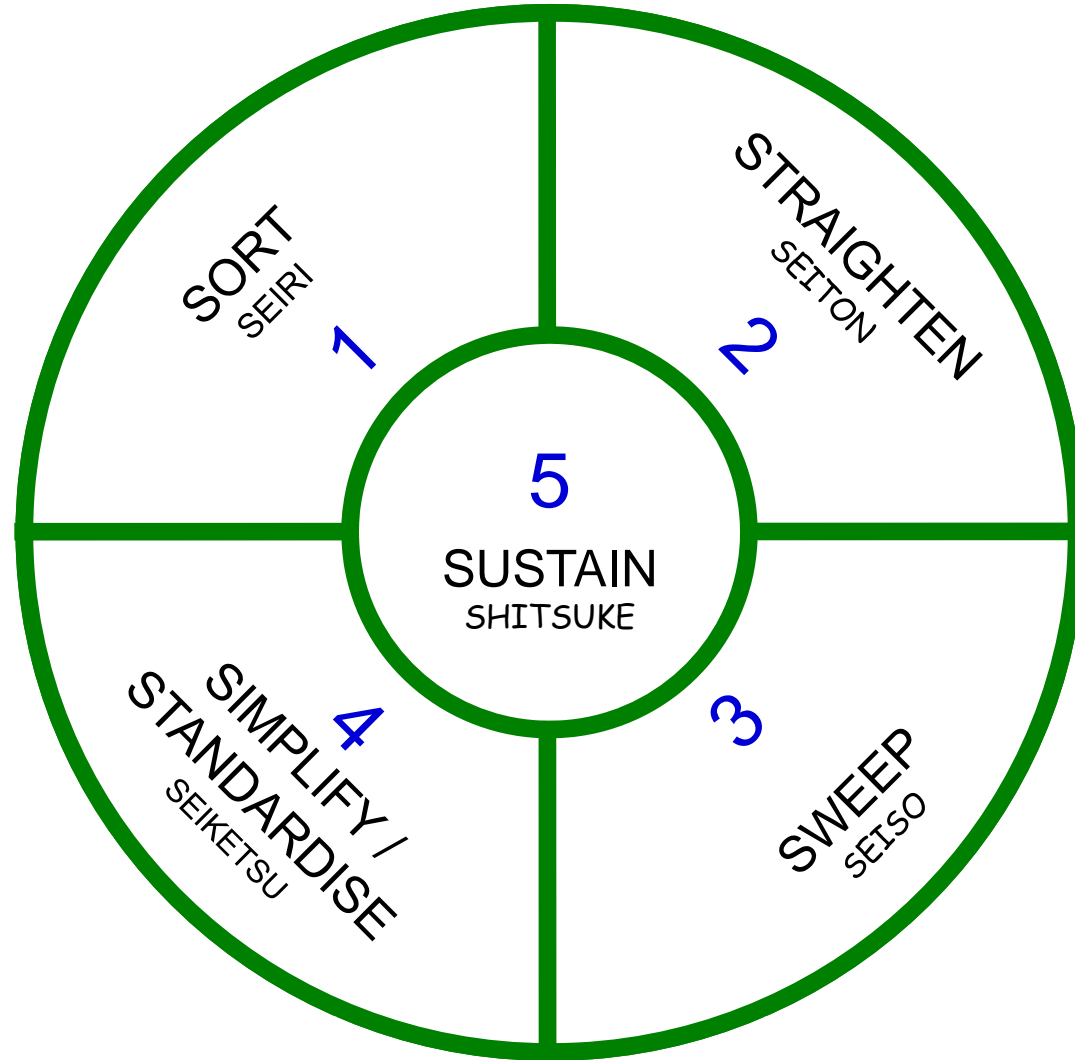
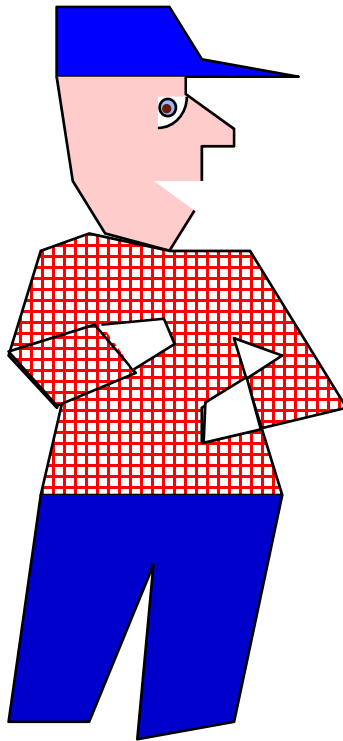


5S

Workplace Organisation

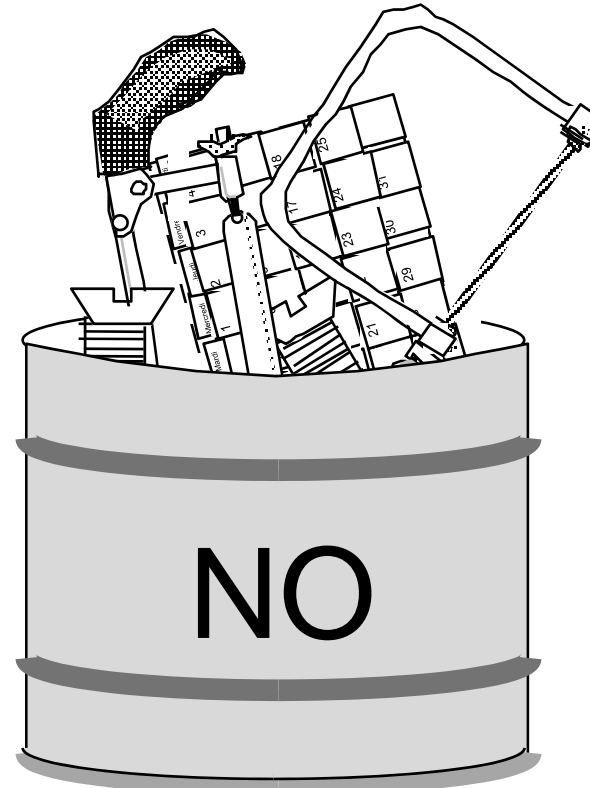
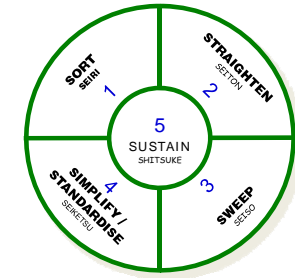
The 5S's



1: Sort



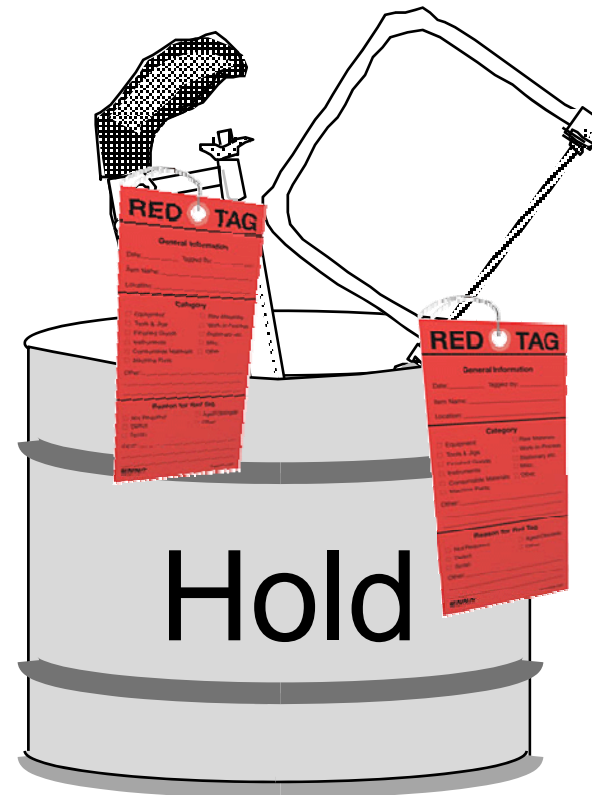
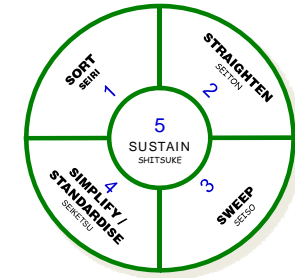
Remove what is not absolutely necessary for production in the immediate future



1: Sort



Eliminate items you will never need or not used in a long time. Red tag questionable items

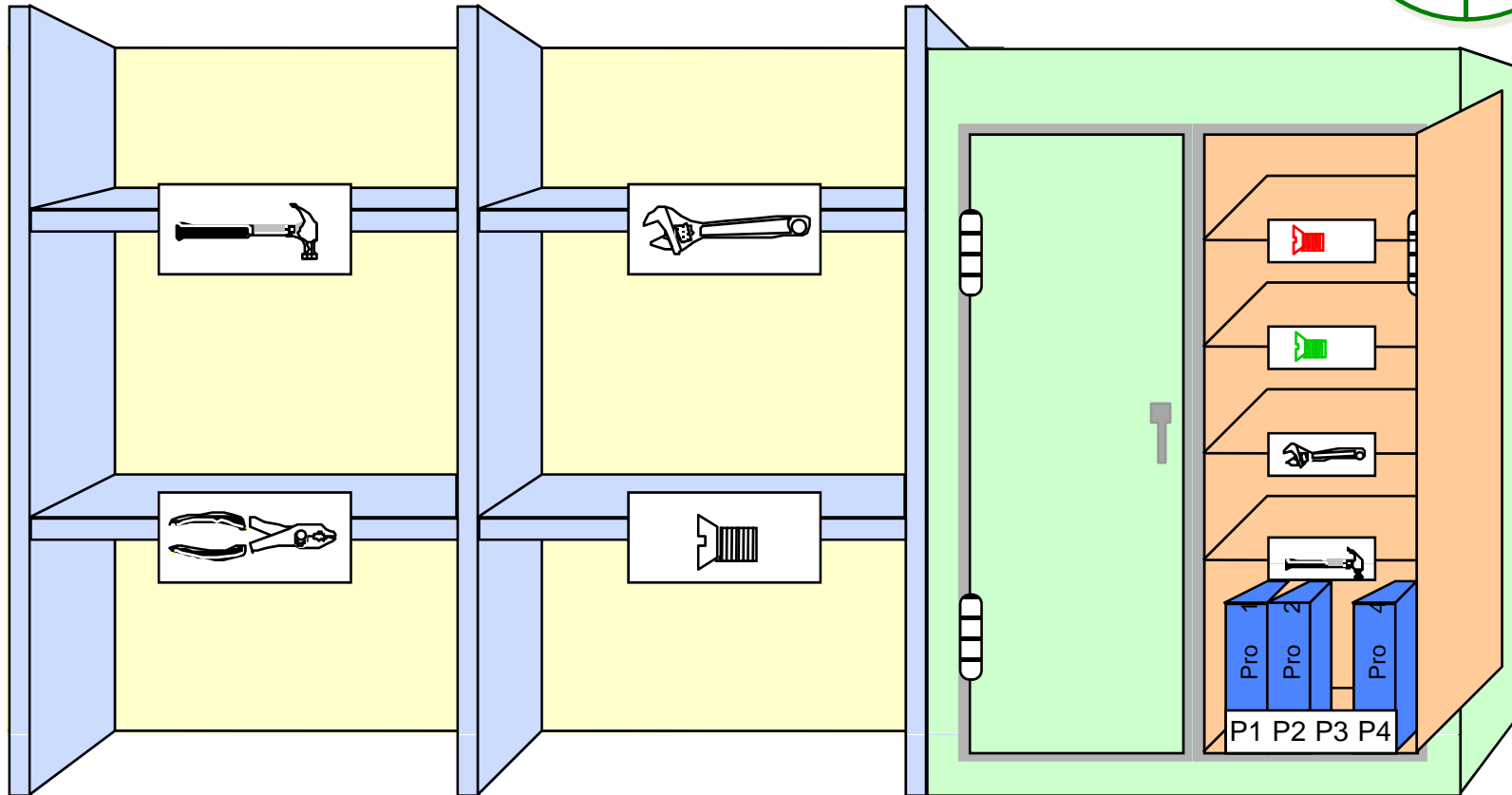
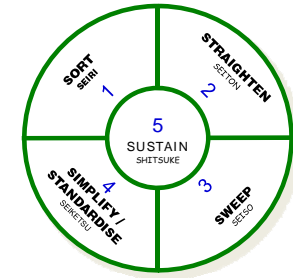


Red tags to be numbered and dated.

If not used in a reasonable period discard.

2: Straighten

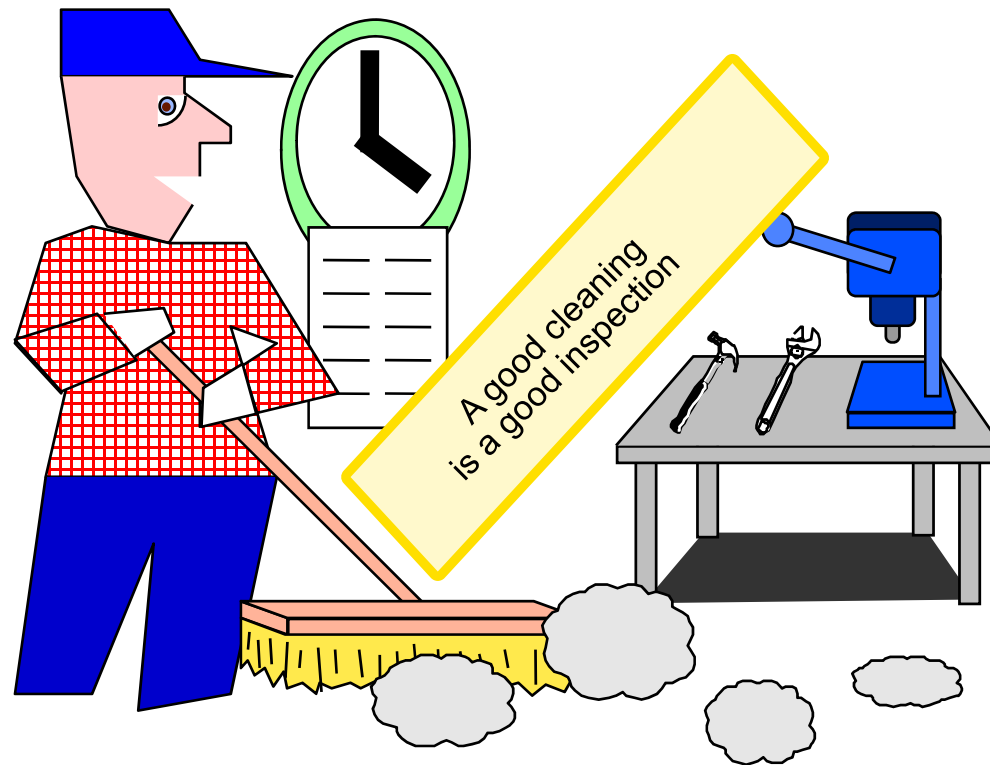
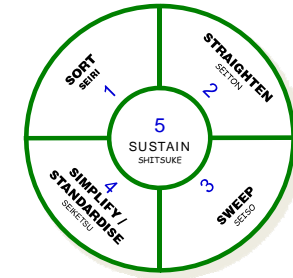
*A place for everything
and everything in its place*



3: Sweep



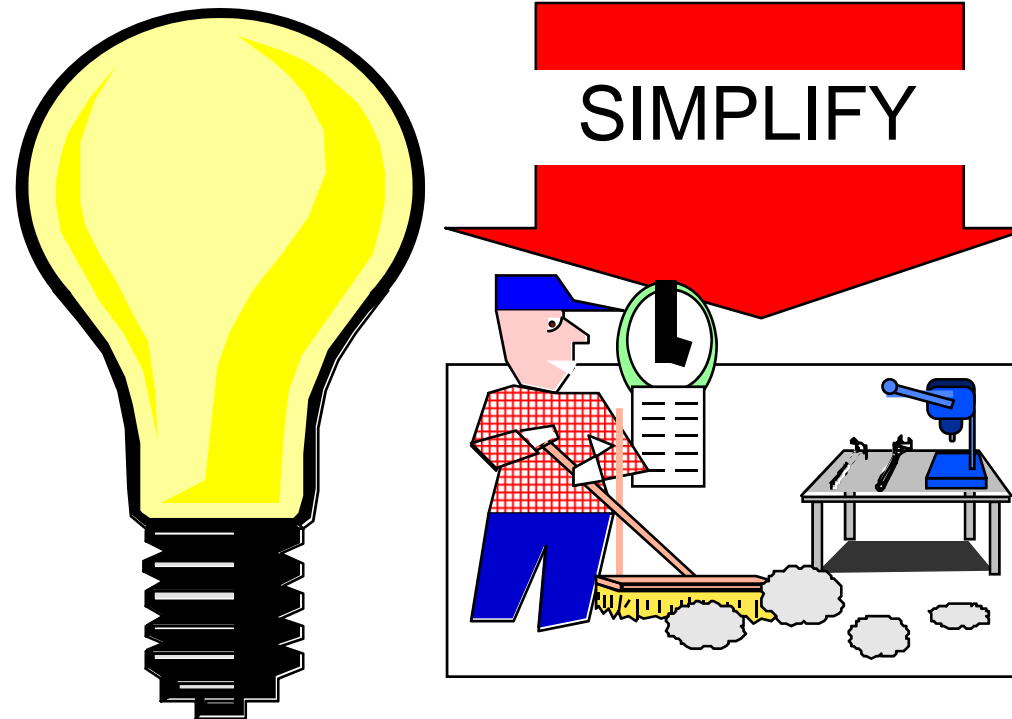
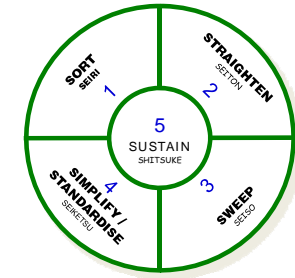
Prevent the problems in a clean and orderly environment



4: Simplify & Standardise

Facilitate cleaning:

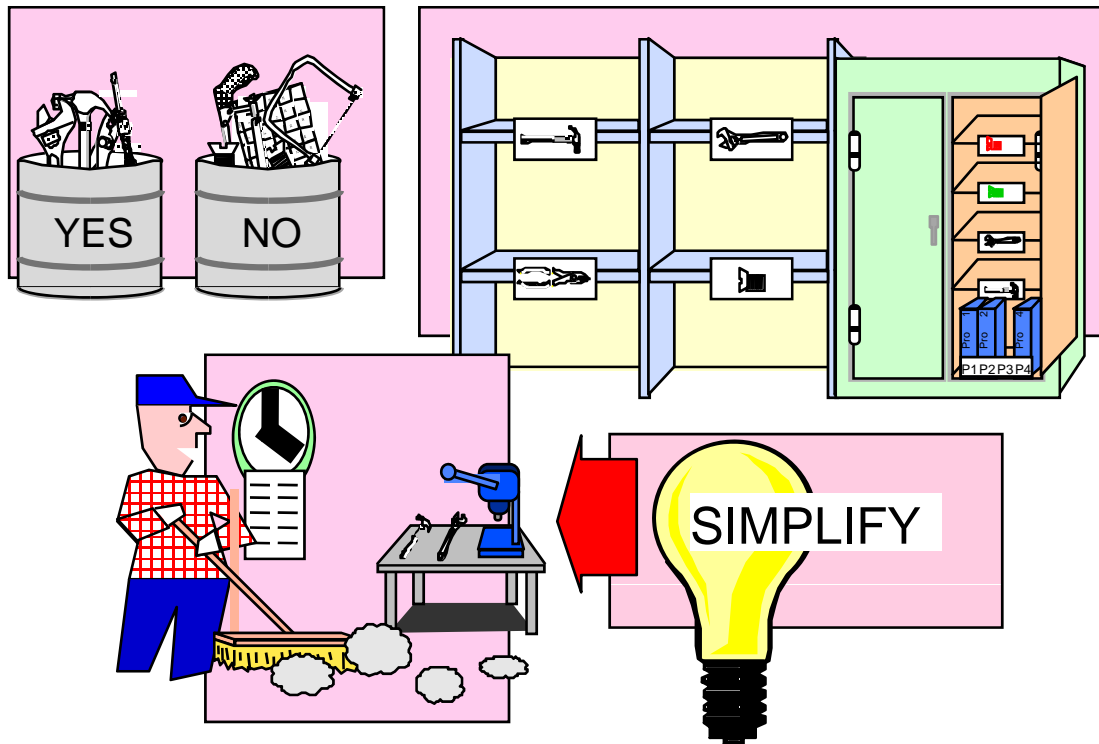
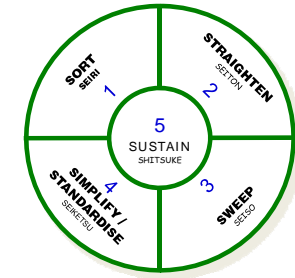
- *Improve access*
- *“invent adaptive tools*
- *etc*



5: Sustain



Establish norms and respect them



5S's

