

5S

Definition:

- An improvement tool for organizing and maintaining a disciplined and productive workplace.
- A Japanese management approach which is developed by Toyota as part of their Toyota Production System.
- Considered a prerequisite for driving other Lean techniques such as TPM, Flow and Kaizen.

Benefits:

- Reduces wasted time looking for things.
- Makes everybody's job easier.
- Minimizes mistakes.
- Promotes workplace ownership, pride and motivation.
- Assures quality and enhances safety.
- Improves the image of the business and builds customer confidence.

5S represents five simple practices that starts with the letter "S":

S1

S2

S3

S4

S5

Sort – Set in order - Shine - Standardize - Sustain

- **Sort** – refers to the practice of going through all the items in the workplace and keeping only what is actually needed.
- **Set in order** – the practice of arranging the required items (where, how, how much).
- **Shine** – aims of creating a clean workplace without rubbish, dirt or dust.
- **Standardize** – aims to ensure the consistency of implementing the first 3 5S practices.
- **Sustain** – aims to ensure everyone knows the benefits and be involved in the 5S program.

How to implement 5S in an area?

- Evaluate the current situation and take 'before' photos.
- Brainstorm with the team to identify improvement ideas.
- Develop and implement a plan to improve the area.
- Audit the area and take the 'after' photos.
- Share and publish the results.
- Implement a control plan to sustain the improvement.

