5S Process of Lean

- **5S** is a organization method.
- 5S is based on 5 Japanese words whose transliterations start with the letter "S." These correspond to 5 English words: Sort, Straighten, Shine, Standardize, and Sustain.
- 5S efforts impress customers.
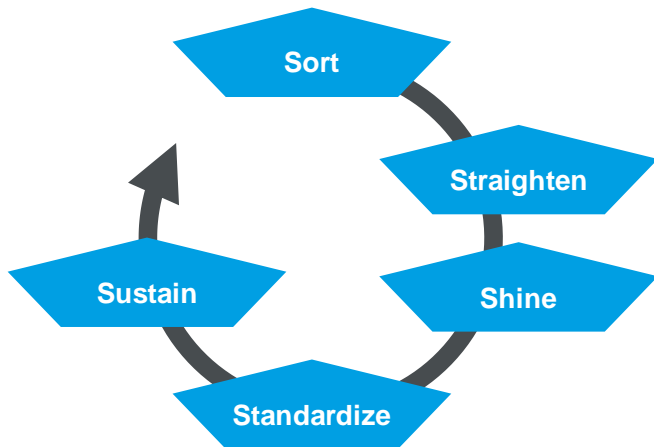- 5S improves workplace safety, quality, morale, and throughput.

"cluttered" environment → **5S Process** → "uncluttered" environment

Continuously perform the following actions
1. **Sort:** Remove unneeded items from the area.
2. **Straighten:** Make a place for everything and put everything in its place.
3. **Shine:** Clean and inspect everything in the area.
4. **Standardize:** Every process has a standard.
5. **Sustain:** Continue 5S – without being told.

Japanese	English	Meaning
Seiri	Sort	Organize
Seiton	Straighten	Order
Seiso	Shine	Clean
Seiketsu	Standardize	Standards
Shitsuke	Sustain	Discipline

5S - Examples

Popular 5S application areas
1. **Office environments**: especially desks and storage
2. **Manufacturing**: especially kitting of tools and components

5S – Notes

Slide 1

1. The 5S process creates uncluttered environments.
2. People work "better" in uncluttered environments. In uncluttered environments, people know where inputs come from, where their tools are, and where the outputs go.
3. There are five steps, each starts with the letter "S" {Sort, Straighten, Shine, Standardize, Sustain}
   - Some companies have 6S or 7S processes by adding {Safety, Security}
4. The 5 S's can be interpreted as {Organize, Order, Clean, Standards, Discipline}
5. The concept is to continuously go through the 5 steps, over and over again.

Slide 2

1. It is easy to see how 5S works – before and after photos can be dramatic!
2. Popular 5S application areas are office environments and manufacturing areas.
3. It is easier to work when tools are laid out by function, easily available, and it is easy to see if any tools are missing.

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