5S METHODOLOGY

WORKPLACE ORGANIZATION & STANDARDIZATION

A WORKPLACE THAT IS:

- Clean, organized, orderly
- Safe
- Efficient, pleasant
- The foundation for all other improvement activites

RESULTING IN:

- Fewer accidents
- Improved efficiency
- Improved quality
- Workplace control

AND THEREFORE:

- Reduce waste
- Reduce cost

SORT

Sort out what's not needed and bring in what is needed, throughout your workspace.

SET IN ORDER

Organize and store the right amount of materials, information, supplies, and tools to support building a product or delivering a service in the most efficient way.

SHINE

Define what "clean" looks like, then return the area to the "cleaning standard" as you go or when work is complete. As you clean, you are inspecting for anything that is not "normal" tools, equipment, and supplies so that they can be addressed quickly.

STANDARDIZE

Make a standard set of all the rules to keep 5S going forward: when will you sort again, what is the schedule for cleaning, what does clean look like, etc.

SUSTAIN

Keep up the process. Create infrastructure around auditing, communication and how continued processes will be attained.

CONNSTEP

To learn how to implement 5S and improve your operations, visit: www.connstep.org