5S Methodology

- Establish orderly flow
- Eliminate waste
- Organize the workplace

4. STANDARDIZE Maintain & make the

sort, set in order and shine habitual. 5S becomes a part of the regular work routine.

1. SORT

Divide items in the workplace into 3 categories: retain, return & rid.

5. SUSTAIN

Ongoing application of knowledge, skills and abilities gained from the 5S process in order to improve organizational wide effectiveness.

3. SHINE

Cleansing the workplace & maintaining its appearance daily. Try establishing preventative measures to produce ongoing cleanliness.

2. SET IN ORDER

Find a place for everything and put everything in a place. Organizing, arranging & storing material, equipment & information.

Where to start:

- 1. Get rid of all the junk
- 2. Find a place for every thing, and put every thing in a place