

- ✓ Supply Chain Consulting
- ✓ Strategic Development
- ✓ Project Management
- ✓ Mobility Solutions
- ✓ Accredited Training
- ✓ Performance Management

A background image of a business meeting in a modern office. Several people are seated around a long table, looking at documents and laptops. The scene is dimly lit with a blue tint, suggesting an evening or indoor lighting.

Lean TQM Toolbox Series

The 5S Methodology

5S is a workplace organization method that involves assessing everything present in a space, removing what's unnecessary, organizing things logically, performing housekeeping tasks, and keeping this cycle going. Organize, clean, repeat

5S stands for five Japanese words: Seiri (Sort), Seiton (Set in order), Seisō (Shine), Seiketsu (Standardise), and Shitsuke (Sustain)

1	Sort	2	Set in Order	3	Shine	4	Standardise	5	Sustain
	<p>Determine what needs to be present and what can be removed</p> <ul style="list-style-type: none">• What is the purpose of this item?• When was this item last used?• How frequently is it used?• Who uses it?• Does it really need to be here? <p>A workspace is better without unnecessary items. The best people to assess the items in a space are the people who work in that space</p>		<p>Orderly storage so the right item can be picked efficiently at the right time, & easy to access</p> <ul style="list-style-type: none">• Identify and allocate a place for all the materials needed for your work• Assign fixed places and fixed quantity• Make it compact• Place heavy objects at a height where they are easy to pick from• Decide how things should be put away, and obey those rules		<p>Clean the work area, so problems can be easily identified</p> <ul style="list-style-type: none">• Identify root causes, and correct process• Only one work activity on a workspace at any given time• Keep tools and equipment clean and in top condition• Cleanliness should be a daily activity• Use chart with initials to show that action has taken place• Ensure proper lighting		<p>Standardise the best practice within the workplace</p> <ul style="list-style-type: none">• Standardise through 'visual management'• Make abnormalities visible to management• Keep each area consistent with one another• Standards make it easy to move workers into different areas• Create process with defined roles and responsibilities• Make it easy for everyone to identify the state of normal or abnormal conditions		<p>Implementing behaviors and habits to maintain the established standards over the long term</p> <ul style="list-style-type: none">• Toughest phase is to Sustain• Establish and maintain responsibilities – requires leader commitment to follow through• Every one sticks to the rules and makes it a habit• Participation of everyone in developing good habits and buy-in• Regular audits and reviews• Get to root cause of issues

- Benefits include;**
- ✓ Reduced costs
 - ✓ Higher quality
 - ✓ Increased productivity
 - ✓ Greater employee satisfaction
 - ✓ A safer work environment