

Master the 5S Method

- 5S is a Simple but Effective Lean Method for Creating an Organized, Efficient Space
- Shine is the Hub of 5S: Use the Routine Cleaning to Sustain Discipline and Identify Sort, Set in Order, and Standardization Opportunities

1 Sort

Discard Unneeded Items

- Review tools, materials, supplies, documents, data, etc.
- Remove unneeded and usable items.
- Identify items that are questionable and set them aside for review.



2 Set in Order

Arrange According to Use

- Arrange items based on rate, place, and manner of use.
- Designate a place for every item.
- Label storage areas clearly.

3 Shine

Clean to Inspect

- Integrate inspection and cleaning.
- Look to see problems.
- Identify opportunities to sort, set in order, and standardize.
- Involve whole organization.



4 Standardize

Build Standards and Routines

- Create routines.
- Develop checklists, workflows, and visual guides.
- Train team on processes.

5 Sustain

Maintain Discipline

- Involve employees in designing and refining 5S processes.
- Have managers and executives actively participate in 5S activities.
- Include frontline employees in decision-making.



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