



5S Description & Guidelines

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5S

- ❑ **Sort (organization)** – Clearly distinguish needed from unneeded items and eliminate the latter.
- ❑ **Set in Order (orderliness)** – Keep needed items in the correct place for easy and immediate retrieval.
- ❑ **Shine (cleanliness)** – Keep the workplace swept and thoroughly clean.
- ❑ **Standardize (routine clean-up)** – Standardize clean-up and organization through guidelines
- ❑ **Sustain (discipline – habit)** – Make a habit of maintaining established 5S procedures and discipline through verification and checklists.

Sort (organization)

- ❑ Only use materials, equipment, tooling, and supplies that are needed, when they are needed, in the quantities needed.
- ❑ Eliminate excess/obsolete equipment
- ❑ Eliminate excess/obsolete inventory
- ❑ Improve inefficient space utilization
- ❑ Eliminate space taken up by unneeded items
- ❑ Remove outdated papers and files
- ❑ Reduce cabinets, shelving, lockers containing supplies
- ❑ Look in unlabeled containers, boxes, shelves, bottom of locations
- ❑ Eliminate outdated posters, wall boards, metrics, slogans, banners

Set in Order (orderliness)

- ❑ Put everything in a useable place
- ❑ Make every item visible, reachable and available when needed
- ❑ Locate missing tools, documents, instructions, keys and inventory
- ❑ Define clear, shiny, well-marked aisle-ways
- ❑ Color-code areas
- ❑ Post slogans and banners
- ❑ Limit work in process
- ❑ Post Standard Work documents

Shine (cleanliness)

- ❑ The cleaner the better
- ❑ Clean areas where red-tagged items were removed
- ❑ Remove dirt, oil, scraps and garbage
- ❑ Clean on a daily basis
- ❑ Audit the cleaning process
- ❑ Improve equipment maintenance
- ❑ Clean aisles, walkways, floors, machines, desks
- ❑ Assign cleaning responsibilities
- ❑ Create target areas: equipment, floors and inventories
- ❑ Cleaning checklists
- ❑ Verification review procedure
- ❑ Correct deficiencies
- ❑ Cleaning is a team effort
- ❑ Correct root causes of unclean items

Standardize (routine cleanup)

- ❑ Maintain and control continual improvement achievements
- ❑ Ensure systematic organization, sorting, and scrubbing clean are synchronized
- ❑ Ask: Why? Who? What? When? Where? How? How much?
- ❑ Plan, allocate, act and verify
 - Step 1: Plan - Who does what and when
 - Step 2: Allocate - Assign resources to tasks
 - Step 3: Act - Perform tasks and integrate into daily operations
 - Step 4: Verify - Ensure effectiveness

Sustain (discipline – habit)

- ❑ Practice prevention, discipline and accountability
- ❑ Ensure control of systematic organization, orderliness and cleanliness
- ❑ Persevere and sustain discipline to ensure improvements are maintained
- ❑ Identify how actions are to be accomplished
- ❑ Develop Standard Work sheets
- ❑ Follow-up on actions and responsibilities
- ❑ Hold people accountable
- ❑ Lead by example
- ❑ Persistently communicate and advertise
- ❑ Perform a gap analysis on defects and identify corrective actions