

THE FIVE S's OF LEAN

SORT

Eliminate all the things in the workspace that are not being used and store them away.

SET IN ORDER

Arrange the items used on a daily basis so that they can be easily accessed and quickly stored.

SHINE

Remove all dirt and grime and keep it that way daily. Ensure all equipment is running correctly.

STANDARDIZE

Create a system of tasks and procedures that will reinforce the steps of 5S on a daily basis.

SUSTAIN

Create a motivational culture of 5S in the workplace and maintain the results of your efforts.