# 5-S



OFICINA TÉCNICA

A process and method for creating and maintaining a safe, organized, clean, high-performance workplace

A conditioning discipline for Kaizen

# Why Implement 5S?

Creates proper environment for standard work

Prerequisite to perfect quality

Encourages visual control

Helps identify waste

Places high value on safety

Promotes employee satisfaction

# The Classic 5S

Step 1: Seiri – Segregate & Discard

Step 2: Seiton – Arrange & Identify

Step 3: Seiso – Clean & Inspect Daily

Step 4: Seiketsu – Revisit Frequently

Step 5: Shitsuke – Motivate To Sustain

# The Essence of Progressive 5S

**It's all about Organization and Discipline … <u>not</u> housekeeping! There are different expectations & levels of organization for each level.**

| Level | Key Activity | Key Learning or Discipline |
|---|---|---|
| 1. Sort | 5S Red Tag | Remove unnecessary items |
| 2. Set | Assign & Label | Designate "a home for everything" |
| 3. Sustain | Return | "Put it back" after use |
| 4. Simplify | Productivity | Eliminate the non-value added effort |
| 5. Standardize | Plant-wide | Expand ownership & Leverage the gains |

*Concentrate Efforts on One Step at a Time*