



5S - Workplace management methodology



The origin of 5S methodology



The 5S methodology was born at Toyota in the 60s to achieve a better-organized environment, and tidier, cleaner workplaces to increase productivity and enable a better working environment.



The 5S methodology has been largely spread, and many companies and organizations are implementing it worldwide.



If it is right implemented, it results in lower time wasted looking for stuff or information, reduction of the risk of accidents, reduction of the space required, and improved process flow.

What are the 5S?



Seiri (**Sort**) is about organizing and eliminating unnecessary items. It has to do with the Toyota pillar of “Just-In-Time” - “just what is needed, in the quantity needed, only when needed”.



Seiton (**Set in Order**) means setting in order the necessary elements so that they are easy to find and use by anyone. "A place for everything and everything in its place".



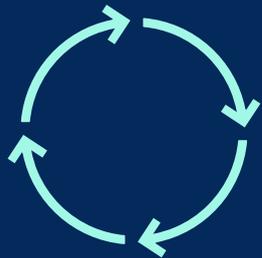
Seiso (**Shine**) means keeping the work area clean and in good condition for health and safety.

What are the 5S?



Seiketsu (**Standardize**) consists of building a strong set of procedures to maintain the first 3S.

It is the state that exists when the first 3S (Seiri, Seiton, and Seiso) are properly maintained.



Shitsuke (**Sustain**) means turning into a habit the fact of maintaining the correct procedures.

Keys and Tips to implement the 5S methodology

Here below some tips that can help to implement the 5S methodology appropriately:



Sort

- *Try to understand if the item is really useful.*
- *If it is useful, try to understand if you have the right amount of it.*
- *If you have the right amount, try to understand if it must be located in that place.*



Set in order

- *Determine appropriate locations.*
- *Identify the locations.*
- *Identify all the items and their needed quantity.*

Keys and Tips to implement the 5S methodology



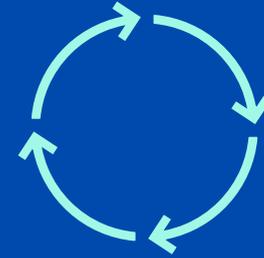
- *Determine what is going to be cleaned.*
- *Divide the workplace into “cleaning areas”, then assign people to those areas.*
- *Determine cleaning methods: what, where, who, when, and how.*
- *Set in order the cleaning tools, storing them in places where they are easy to find, use and return.*
- *Incorporate systemic cleaning inspection.*

Keys and Tips to implement the 5S methodology



Standardize

- *Decide who is the person in charge of maintaining the needed conditions to keep the first 3S.*
- *Avoid setbacks by means of integrating daily maintenance.*
- *Check the level of maintenance.*



Sustain

- *Use 5S slogans, posters, visual panels, newsletters, etc.*
- *Visit other departments or companies in order to benchmark.*