



The 5s system is one of several methods to implement Lean Technology. Companies sometimes implement 5s during their Lean implementation planning because it is a valuable source of feedback and allows shop floor workers to begin improvements immediately. The 5s System is often the foundation for other Lean methods.

5 steps taken to create an orderly Workplace are:

- **Sort:** Distinguish needed items from unneeded items. Remove unneeded items.
- **Set in Order:** Organize needed materials. Allow easy and immediate retrieval of needed items.
- **Shine:** Inspect by cleaning.
- **Standardize:** Create procedures that maintain first three S's.
- **Sustain:** Follow established 5S procedures. Make it company culture.

This system emphasizes Standardize and Sustain because it is those two S's that provide lasting, measurable benefits.

5S provides a basic foundation for improvement. Topics include:

- Definition of Wastes
- Red Tag Targets
- 5S Benefits
- 5S Explanation

