



## DEFINITION OF THE 5S's

### "Seiri" – Sort

- Sort, from the workplace, what is needed from what is not needed.
- General criteria : If it wasn't used in the last 30 days, or it will not be needed in the next 30 days, store it away from the worksite. Use the "Red Tag" technique to remove items from the workplace.

### "Seiton" – Straighten

- Find a place for everything and put everything in its place. Mark and label everything so that it can be easily found and easily put away.

### "Seiro" – Sweep

- Clean the area and the equipment. Use a "Ceiling down" strategy. Paint if necessary. Develop strategies to prevent items from getting dirty.

### "Seiketsu" – Schedule

- Standardize the use of the first three S's by developing 5S checklists for all areas.
- Checklists should include a picture of what the area should look like.

### "Shitsuke" – Sustain

- Make the first four S's a habit and part of the plant's culture.
- Use an audit team to evaluate and grade the 5S implementation throughout the plant.