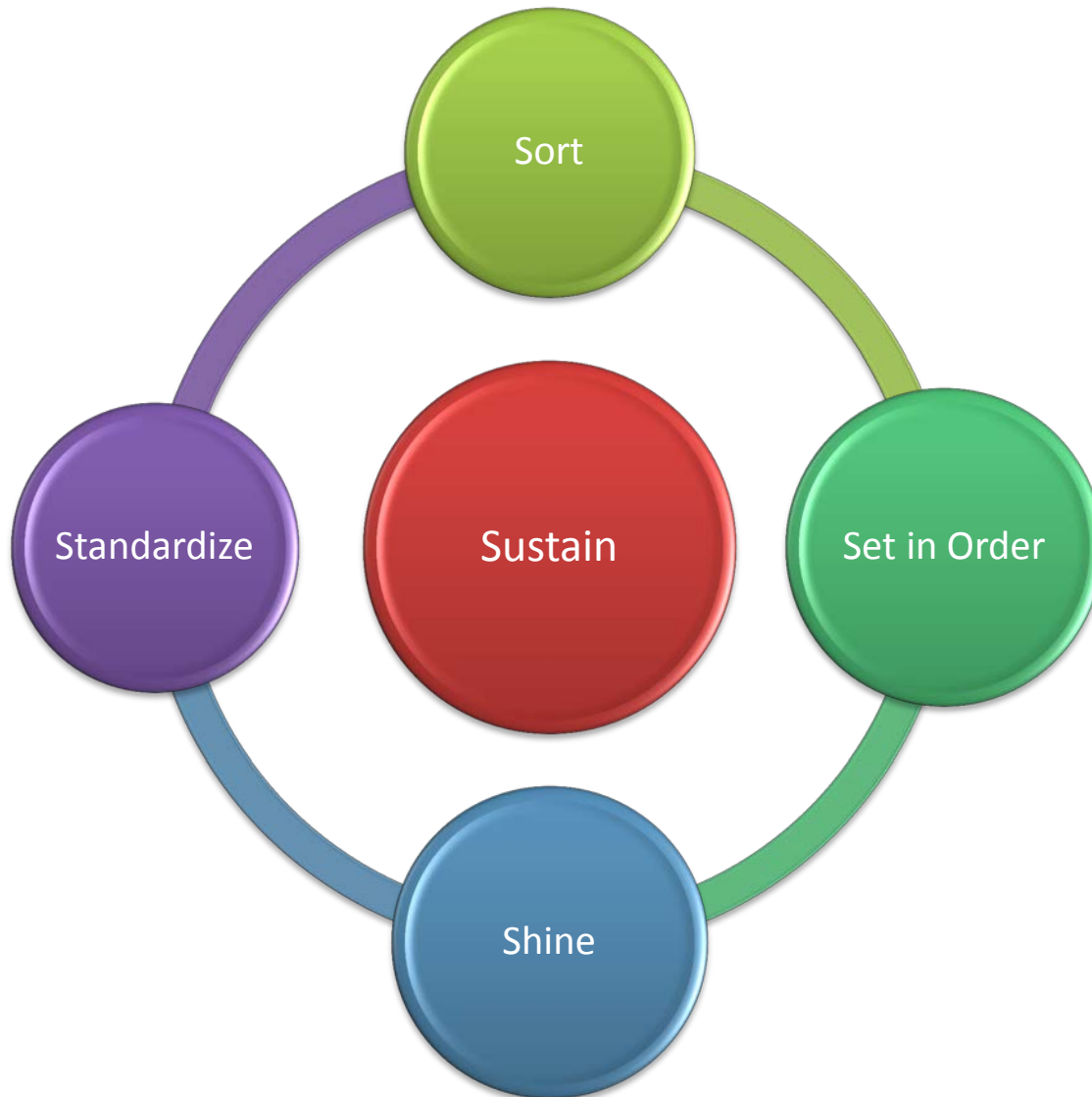




Process Improvement: Using the 5S Method

5S is a systematic approach to improving the overall efficiency of a process by organizing workspaces, materials, and/or inventory. 5S can help you to optimize efficiency by maintaining an orderly workplace and standardizing practices involving materials and equipment. It can also be used to create a Visual Workplace, which allows for the status of tasks, inventory, or equipment at a glance.



The 5S method has 5 steps:

1. **Sort** - Separate essential from non-essential and throw away unnecessary items.
2. **Set in Order** – “A place for everything and everything in its place.” This is where you arrange items in proper order so they can be used easily.
3. **Shine** - This focuses on cleanliness. The workspace should be inspected and cleaned completely.
4. **Standardize** - This is where you ensure everyone using the new organization system the same way by training people to follow new procedures. You should make best practice common practice.
5. **Sustain** - This is where you and your team use self-discipline to keep the changes in place.