

5S PRINCIPLES

For

EFFECTIVE WORKSPACE ORGANIZATION

5S is a set of basic principles allowing to build & maintain an efficient, functional, clean & safe work environment. These principles are universal and suitable to factories, workshops, shops, warehouses, offices, restaurant kitchen or even in one's own private household!

5

Shitsuke | Sustain

A follow-up in the form of training and maintenance is a must to sustain the implementation of above four steps on regular basis.

4

Seiketsu | Standardize

The good practices developed in the first three steps of the 5S programme need to be standardized to retain their consistency and effectiveness

3

Seiso | Shine

Make regular inspections to spot the problems like lubricant leaks, equipment misalignment, breakage, missing tools and low levels of supplies eventually keeping the workspace clean and neat.

2

Seiton | Systematize

There must be a place for everything, and everything must be in its place.

1

Seiri | Sort

Sorting and removing irrelevant items from the premises clears up the workspace for daily business processes.