

5S

Workplace organisation



Sort (Seiri)

Clean Up

- Remove clutter
- Free up space
- Leave only what is needed



Set (Seiton)

Arrange

- Position items where they are needed
- Create visual impact
- Set close, logical locations



Shine (Seiso)

Neatness

- Deep clean to control and expose issues
- Regularly inspect and keep tidy
- Operators clean and maintain their areas



Standardise (Seiketsu)

Discipline

- Make it standard practice and visual
- Train everyone involved
- Reduce risk of mistakes



Sustain (Shitsuke)

Ongoing Improvements

- Perform regular audits and walkabouts
- Stick to targets
- Always strive to improve

Need some help tackling the 5S?

Contact Manufacturing Advisory Service in the South West **0845 608 3838** info@swmas.co.uk www.mas.bis.gov.uk/south-west

MAS is the trusted provider of advice and hands-on support for manufacturers aiming to achieve sustainable success.

If you would like this information in another format please call us on 0845 608 3838.

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