

Get rid of everything that's not needed

Repeat periodically

Note: Sort and Shine may be reversed depending on condition of the work center

1. Sort

2. Shine

Clean everything

Makes problems visible

Repeat periodically

5S

3. Set in Order

"A place for everything and everything in it's place".

ID where things should be and how much

Maintain active task list with check/adjust process

5. Sustain

This is usually the hardest task

Keep the 5S process going

Need owner and c/a system

4. Standardize

Document Set in Order stds

Link to stds control system