

The 5 “S”

Roy Kusomoto

SEIRE (Orderliness)

- Put things in the right order
- Store all materials and information in an orderly fashion at all times
 - Tidy
 - Ready to use
 - Organized according to frequency
 - A place for everything and everything in its place

SEITON (Arrange Properly)

- Distinguish between those things that are needed and not needed
- Keep only needed materials on the work space
- Immediately throw away unneeded items

SEIKETSU (Cleanliness)

- Problems are more visible when everything is neat and clean
- Find minor defects while “sweeping clean”

SEISOU (Always Clean)

- Clean tools, equipment and work space immediately after use
- Equipment that is kept clean runs better

SHITSUKE (Discipline)

- Follow what has been decided daily
- Use standard procedures