

5S LEAN WORKPLACE



1. SORT

Organization - keeping only what is necessary and discarding everything else - when in doubt, throw it out



2. SET IN ORDER

Orderliness - arranging and labeling only necessary items for easy use and return by anyone



3. SHINE

Cleanliness - keeping everything swept and clean for inspection - for safety and preventative maintenance



4. STANDARDIZE

Standardized cleanup - the state that exists when the first three pillars or "S's" are properly maintained



5. SUSTAIN

Sustaining the discipline - making a habit of properly maintaining correct procedures

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