

Pillars of 5S

TO PREPARE FOR LEAN

S₁



Sort - Remove unneeded materials

Discern which tools and materials are needed for for your work, and to remove the rest

S₂



Set in Order - Organize what remains

Organize your tools and materials so they are easy to find, easy to use, and easy to put away

S₃



Shine - Clean the work area

Clean. Clean everything, and everywhere
Keep cleaning supplies where they are used

S₄



Standardize - Schedule maintenance

Repeat the above steps daily to keep your area in perfect condition. Make a checklist

S₅



Sustain - Repeat the first 4

Make the first four S's a habit to avoid ensure safety and productivity is smooth/efficient

5S is a Small Part and a Good Start

Toyota has made very productive use of Lean in auto manufacture. 5S is an important first step. It also serves as a metaphor for a lean operation.

Parts 1 thru 3 help us identify what we really need in order to do the job and be efficient.

Parts 4 and 5 are about implementing it as a system.

Lean goes far beyond this, but is dependent on these conditions being met in order to be effective.