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The 5 Ss

A Fundamental Discipline
in the Lean Culture

What Are The 5 “S”?

- ▶ 5 Japanese words
 - ▶ Discipline in all that we do
 - ▶ Order & cleanliness
 - In the work area
 - At home
 - Everywhere

1.- Seiri – Select or Sort

- ▶ Eliminate from the area all those objects that we do not need or do not belong in it
- ▶ This will contribute to an easier development of our daily tasks and perhaps allow for us to do our job in a smaller area, saving movements, time and space

1.- Seiri – Select or Sort

- ▶ We move to a transition area all that seems not to be required for the operation
- ▶ If after 3 to 5 days we confirm that those objects or materials were not required, we will:
 - ▶ Store
 - ▶ Transfer to other area or
 - ▶ Dispose of the materials, tools or objects.

2.- Seiton – Set in Place

- ▶ One place for each necessary object, tool or material and each one in its place.
- ▶ This helps save time when we are looking for something
- ▶ A logical arrangement will allow for anyone to find what they need.

2.- Seiton – Set in Place

- ▶ To identify specific places for the items we will use visual systems like:
 - ▶ Lines on the floor
 - ▶ Templates on the wall
 - ▶ “Maps” on the cabinets’ doors
 - ▶ Labeling on the shelves
- ▶ We will use the team’s creativity for this task.

3.- Seiso - Shine

- ▶ A new cleaning standard will cause a positive impact on our team and on people who visit the area.
- ▶ It will produce a more comfortable environment and the people in the area will feel proud of the accomplishment improving the sense of ownership.

3.- Seiso - Shine

- ▶ If the complexity of the area so requires, we can even develop a cleaning process sheet. For this purpose we should:
 - ▶ Define products, tools and procedures to use and follow
 - ▶ This will be written by the people involved
 - ▶ Always using their own words.

3.- Seiso - Shine

- ▶ We want to determine the sources of contamination
 - ▶ This will allow for us to prevent future setbacks in our efforts
 - ▶ It is easier to keep clean than to clean from a dirty status
 - ▶ All of us will use our creativity to prevent contamination at the source

4.- Seiketsu - Standardize

- ▶ The new status is here to stay
- ▶ We will keep it that way because that is what we all want
- ▶ It is proven to improve some other aspects, including the quality of the product and of course our quality of life.

4.- Seiketsu - Standardize

- ▶ With these new values we are creating a new culture.
- ▶ Once we are experiencing the comfort of the new lifestyle, we discover so many conveniences that we will not accept inferior cleanliness conditions in the future.
- ▶ To Standardize is to digest the change.

5.- Shitsuke - Sustain

- ▶ Just as in almost any new implementation, all that it takes is to keep on it for a while, until we are sure we will not want to go back to the old ways.
- ▶ Sometimes it requires a lot of effort and persistence, but it is worth it.

Remember...

- ▶ **S**ort
- ▶ **S**et in Place
- ▶ **S**hine
- ▶ **S**tandardize
- ▶ **S**ustain

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