



What is 5S?

In a 5S workplace, there is a place for everything and everything is in its place. Workplaces can be organized so that they are clean, organized, orderly, safe, efficient, and pleasant. This results in improved quality, fewer accidents, and greater efficiency.



How to Use 5S Methodology in 5 Easy Steps:

1. **Sort** items in the workplace into those that are needed, and those that are not. You should do this with a team of people who use the tools and workspace regularly and will have to live with the improvements you've made.
2. **Set in order** by organizing whatever remains from the previous step. Items should be neatly arranged and identified or labeled.
3. **Shine** by cleaning the workspace and items that were organized in the previous step. As part of this step, you should define and document what clean looks like.
4. **Standardize** the workspace by making a set of rules or procedures to keep 5 S going. This could include a schedule for sorting and cleaning in the future.
5. **Sustain** your 5 S program. Create and implement a plan for communicating how to use the 5 S system, expectations for use, and auditing to ensure things are being sustained.

Examples: See before and after images of 5S workspaces on page two.

Resources: A printable 5S graphic with step-by-step instructions is available online at the [Show Me Excellence Website](https://showmeexcellence.mo.gov/) to post in your workspaces as a reminder to your team!

5S Before and After

