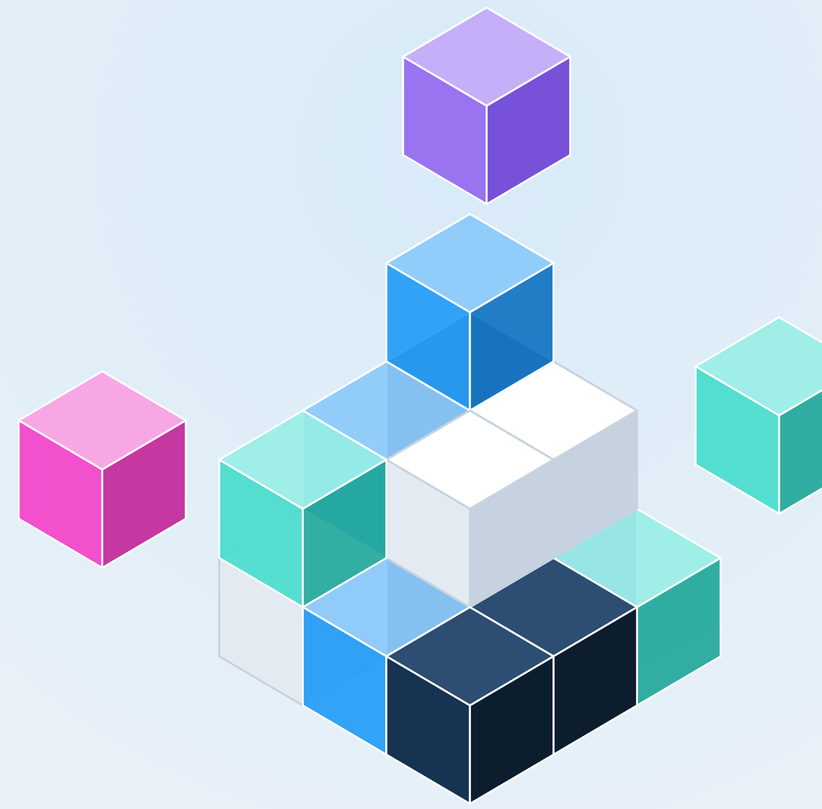
LEAN FOUNDATIONS

5S Workplace Organization



5S is a five-step method to create and keep a clean, orderly and visual workplace, so that abnormalities become obvious and standard work becomes possible.

01 THE CORE MODEL

FIVE STEPS · FROM CLUTTER TO STANDARD

01 SEIRI
Sort
Red-tag everything not needed for current work and remove it from the area.

→

02 SEITON
Set in order
A defined, labeled place for every needed item, close to its point of use.

→

03 SEISO
Shine
Clean to inspect: dirt, leaks and wear become visible early.

→

04 SEIKETSU
Standardize
Visual standards, photos and checklists keep the first three steps in place.

→

05 SHITSUKE
Sustain
Audits and leader routines turn 5S into a daily habit.

Red tag
A label for items of unclear need, moved to a holding area for a decision.

Shadow board
Outlined tool positions that show at a glance what is missing.

5S audit
A short, scored check by area that shows whether the standard holds.

02 BEFORE AND AFTER

5S is a precondition for stable work, not a cleaning campaign.

BEFORE — AFTER

BEFORE 5S

- − Searching for tools and gauges every shift
- − Abnormalities hidden under clutter
- − Each operator sets up the station differently

AFTER 5S

- + Everything needed is visible and in reach
- + Missing or wrong items stand out at once
- + One standard layout, shared across shifts

03 WORKED EXAMPLE

MACHINING CELL · ONE 5S CYCLE

SORT
Red-tag sweep
unused fixtures removed

→

SET IN ORDER
Shadow board
tools at point of use

→

SHINE
Clean and inspect
oil leak found early

→

SUSTAIN
Weekly audit
scored by the team

04 MANAGEMENT TAKEAWAYS

01
Link 5S to a real problem
Tie each step to searching, safety or quality losses the team feels.

02
Let the team own the standard
People who work in the area define layout, labels and checks.

03
Audit with leaders present
A short weekly walk by the supervisor shows that the standard matters.

05 COMMON MISTAKE

LIMITATION
Treating 5S as housekeeping
A one-time cleanup decays quickly. Without standardize and sustain, the area returns to its old state.