



# HSE BULLETIN

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## 5S METHODOLOGY

### What is the 5S Technique?

5S is a systematic way of organizing workplaces by eliminating waste, improving flow, and reducing the number of processes where possible. It applies the five principles: Sort (seiri), Set in order (seiton), Shine (seiso), Standardize (seiketsu), and Sustain (shitsuke).

- ❖ 5S is a structured program to implement workplace organization and standardization.
- ❖ 5S represents five disciplines for maintaining a visual workplace

### The Steps of 5S

5S was created in Japan, and the original “S” terms were in Japanese, so English translations for each of the five steps may vary. The basic ideas and the connections between them are easy to understand, though.

No	Step Name	Japanese term	Explanation
1	Sort	Seiri (tidiness)	Remove unnecessary items from each area
2	Set In Order	Seiton (orderliness)	Organize and identify storage for efficient use
3	Shine	Seiso (cleanliness)	Clean and inspect each area regularly
4	Standardize	Seiketsu (standardization)	Incorporate 5S into standard operating procedures
5	Sustain	Shitsuke (discipline)	Assign responsibility, track progress, and continue the cycle

#### Step 1: Sort

**Clearing the Work Area**  
For this step, take a close look at the items, tools, and materials in a work area. Items that are necessary or useful for the work being done in that space should be kept there. Everything else should be removed. Some of those removed items will need to be thrown away or recycled. Other items might belong to another work process or location.

#### Step 2: Set in Order

Organize and identify storage for efficient use- Each item should be easy to find, use, and return: a place for everything, and everything in its place. Tools that are used frequently should be stored near the place they are used. Spare equipment, supplies, and other tools that are used less often can be kept in a central location, where multiple teams can share them. Items that are typically used together (such as drills and drill bits) should be stored near each other. Each of these decisions will make sense on its own, but it may become difficult to keep track of everything. It may be helpful to create a 5S map as part of this process.

#### Step 3: Shine

Clean and inspect each area regularly. Importantly, the Shine step is not meant to be a job for the maintenance. Each worker should clean their own work area, and the equipment they use.

#### Step 4: Standardize

Incorporate 5S into standard operating procedures. By writing down what is being done, where, and by whom, you can incorporate the new practices into normal work procedure. This paves the way for long-term change.

#### Step 5: Sustain

Assign responsibility, track progress, and continue the cycle. The idea here is continuing commitment. It’s important to follow through on the decisions that you’ve made — and continually return to the earlier steps of 5S, in an ongoing cycle.

