

5S Element	Definition	Importance
Sort	<ol style="list-style-type: none"> 1. Remove all unnecessary materials from the work area. 2. Keep only the essential items required to perform the work. 3. Be relentless. 4. Use Red Tag System 	<ul style="list-style-type: none"> • Immediate impact on productivity. • Optimize space utilization. • Improves accuracy. • Enhances product quality. • Increases worker satisfaction.
	<p>Result: Elimination of waste, clutter, and lost time searching for parts/tools. Remove obstacles to accuracy. Better work flow. No costly excess equipment to maintain.</p>	
Straighten	<ol style="list-style-type: none"> 1. Arrange needed items so they are quickly identified and located. 2. Store and label regularly used items based on frequency of access. 3. Frequently used items positioned near the operator. 	<ul style="list-style-type: none"> • Creates a visual management system. • Eliminates wasted search times. • Storage, labeling, and signage promote process flow. • Parts, tools, and equipment are quickly accessed and restored.
	<p>Result: Deliver required supplies and equipment with minimal. Eliminate waste, reduce unnecessary motion, reduce scrap, cut defects, improve accuracy, and improve safety.</p>	
Shine	<ol style="list-style-type: none"> 1. Clean work surfaces, floors, equipment and keep it clean. 2. Standardize the cleaning process making all employees responsible. 3. End of shift cleaning routine. 4. Visually inspect storage areas for quick inventory of tools. 	<ul style="list-style-type: none"> • Create a highly efficient and enjoyable work environment. • Uncluttered work areas promote accuracy, safety, and quality. • Tool and equipment damage and defects are identified.
	<p>Result: Cleanliness leads to efficient work flow and accuracy. Morale is immediately impacted. Defects become visible and remedied quickly. Scrap rates decrease.</p>	
Standardize	<ol style="list-style-type: none"> 1. Systemize tasks and procedures. 2. Every work station includes standard work instructions. 3. The first 3 S's part of daily routines. 4. Establish monthly audits executed by other department employees. 	<ul style="list-style-type: none"> • Clearly defined procedures insures responsibility for the first 3 elements. • Audits, checklists, and work instructions facilitate repetition. • Process repeatability favorably impacts quality and costs.
	<p>Result: Daily and weekly Sort, Straighten, and Shine elements are institutionalized. Additional, new improvement initiatives surface from engaged employees.</p>	
Sustain	<ol style="list-style-type: none"> 1. Demonstrate commitment to the plan. 2. Implement reward program. 3. Establish timely follow-up meetings to verifying results. 4. Create visibility with posters, banners, newsletters, etc. 	<ul style="list-style-type: none"> • Adherence to process and procedures is guaranteed. • Employee buy-in and ownership of the methodology. • Timely audits reinforce benefits. • Keep staff on-track, motivated.
	<p>Result: Cost benefits accrue quickly. Employees are responsible for implementation and results. Competition builds lasting commitment and new savings opportunities.</p>	