



# The 5S Japanese methodology

Time-management and  
efficiency

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# What is 5S

- 5S is a simple tool for organizing your workplace in a clean, efficient and safe manner to enhance your productivity, visual management and to ensure the introduction of standardized working.
- Most of the other definitions of 5S and descriptions concentrate heavily on the aesthetics and the efficiency gains that you achieve through implementing 5S and neglect the real aim of 5S; the need to introduce standard operational practices to ensure efficient, repeatable,



It is split into 5 phases, each named after a different Japanese term beginning with the letter "S"; (Seiri, Seiton, Seiso, Seiketsu, Shitsuke) hence the name 5 S.



整理

Seiri

整頓

Seiton

清掃

Seiso

清潔

Seiketsu

躰

Shitsuke

**5S Seiri; Sort, Clearing, Classify**

**5S Seiton; Straighten, Simplify,  
Set in order, Configure**

**5S Seiso; Sweep, shine, Scrub,  
Clean and Check**

**5S Seiketsu; Standardize, stabilize,  
Conformity**

**5S Shitsuke; Sustain, self  
discipline, custom and practice**

# 整理

Seiri

# 整頓

Seiton

# 清掃

Seiso

# 清潔

Seiketsu

# 躰

Shitsuke

*5S is also known in some quarters as 5C, with the "S" words replaced by*

- Clearing,*
- Configure,*
- Clean and Check,*
- Conformity and finally*
- Custom and practice.*

*CANDO is:*

- Cleanup,*
- Arrange,*
- Neatness,*
- Discipline, and*
- Ongoing Improvement.*

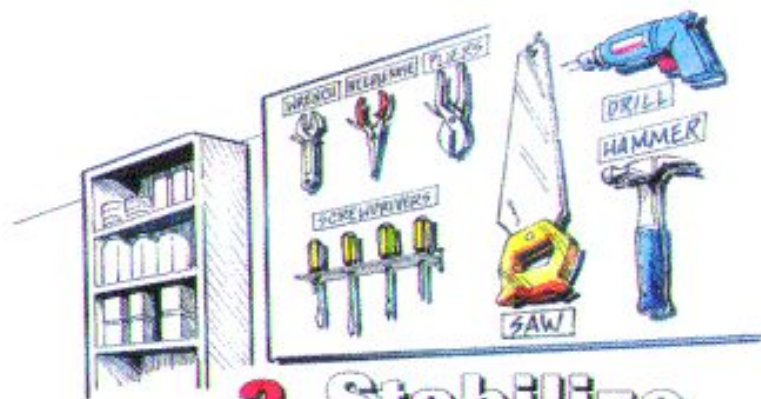


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**1. Sort**



**2. Stabilize**

# 5 S's



**5. Sustain**



**3. Shine**

| TIMES | DELIVERY SCHEDULE | DESTINATIONS |
|-------|-------------------|--------------|
| ..... | .....             | .....        |
| ..... | .....             | .....        |
| ..... | .....             | .....        |
| ..... | .....             | .....        |
| ..... | .....             | .....        |
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| ..... | .....             | .....        |
| ..... | .....             | .....        |
| ..... | .....             | .....        |

**4. Standardize**

**Table 1. The meaning of 5S.**

| Japanese term | Meaning                        | Explanation                                 |
|---------------|--------------------------------|---|
| Seiri         | Sort                           | Sort out & discard unnecessary items        |
| Seiton        | Arrange                        | Arrange necessary items in good order       |
| Seiso         | Clean                          | Clean the workplace & equipment thoroughly  |
| Seiketsu      | Improve, standardize, maintain | Maintain clean, tidy conditions; improve 3S |
| Shitsuke      | Self-discipline                | Make 5S practices a habit                   |

*Source:* Teian Consulting International, Singapore.