



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 整頓 清掃 清潔 躰

Seiri

Seiton

Seiso

Seiketsu

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:

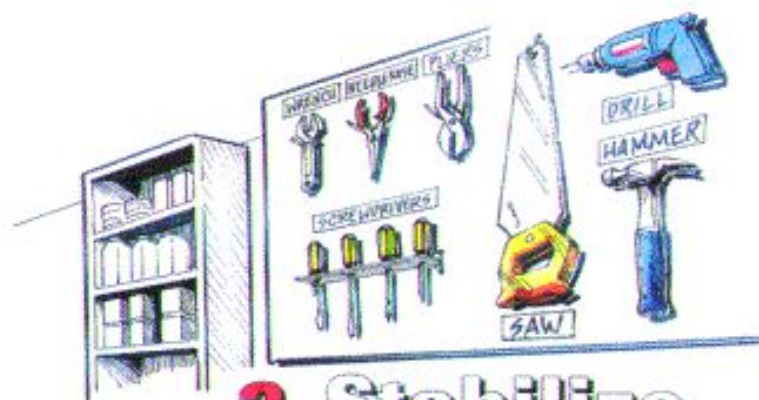
- ✓ *Cleanup,*
- ✓ *Arrange,*
- ✓ *Neatness,*
- ✓ *Discipline, and*
- ✓ *Ongoing Improvement.*



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1. Sort



2. Stabilize

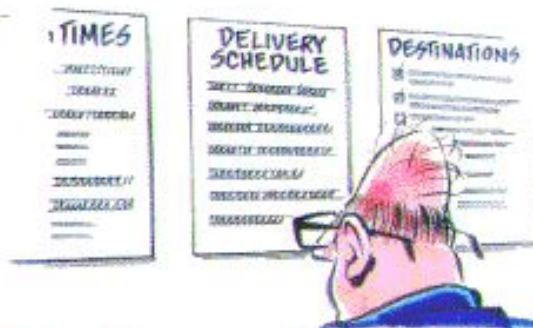
5 S's



5. Sustain



3. Shine



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.