



The 5S

? What is It

A system of **visual management** to improve and maintain an efficient workplace. The 5S **Systematically removes unnecessary** steps and "stuff" from the working areas to **improve workflow**.

🕒 When

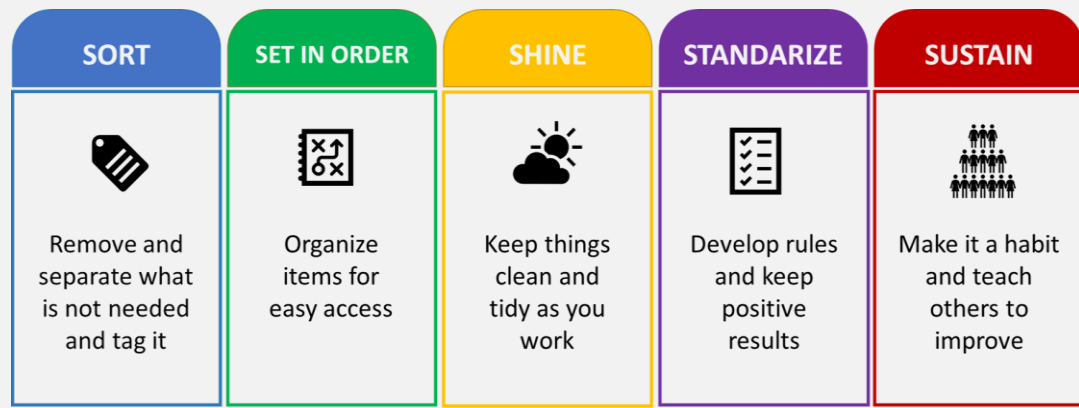
- To **improve** space utilization, safety, quality, morale, search time, inspection, cleaning time.
- To **reduce** mistakes, downtime, no value-added activities, frustrations.

🎯 Goals

- **Establish** the Lean foundations.
- Improve the workplace that directly affects **business culture**.
- Improve **safety** at the workplace.

📝 How

- ❑ It is not difficult to implement but is **difficult** to sustain, assess frequently.
- ❑ The 5S approach is not a **one-time event**, but an ongoing cycle. Change management is key.



💡 Hints

- ✓ Use a **5S Assessment**.
- ✓ Combine it with a proper **Process Walk** (Gemba walk).
- ✓ Assess **regularly**.
- ✓ **Communicate** to the teams and encourage participation.
- ✓ **Assign** the sustain phase to the team to build **accountability**.

📊 Example

