

The **5S**

**Pocket
Guide**

by **Jim Peterson**
and **Roland Smith, Ph.D.**



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A PRODUCTIVITY PRESS BOOK

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CHAPTER ONE

INTRODUCING THE 5S's

5S DEPLOYMENT: BUILDING THE FOUNDATION FOR QUALITY

The purpose of this pocket guide is to enhance awareness of the principles behind the 5S's and identify the impact that the 5S's can have on improving efficiencies and promoting safe working environments. In addition, the 5S's can be used in laying the groundwork for ISO registration and other quality initiatives. This pocket guide outlines a disciplined methodology for implementing the 5S's in an organization

and provides a sample baseline assessment tool that can be used as you deploy the 5S's in your organization. Successfully deploying the 5S's will improve organizational efficiencies and enhance overall performance.

5S DEFINITION

5S is a system of steps and procedures that can be used by individuals and teams to arrange work areas in the best manner to optimize performance, comfort, safety, and cleanliness.

<u>Japanese S</u>	<u>Translation</u>	<u>English S</u>
Seiri	Organization	Sorting
Seiton	Neatness	Simplifying Access
Seiso	Cleaning	Sweeping
Seiketsu	Standardization	Standardization
Shitsuke	Discipline	Self-Discipline

SUMMARY OF THE 5S'S

- **Sorting (items in a work area).** Sorting involves four primary activities: