

5S GUIDE

# Simplifying and Organizing Workspaces

***"A place for everything, and everything  
in its place."*** Benjamin Franklin

# What is 5S?

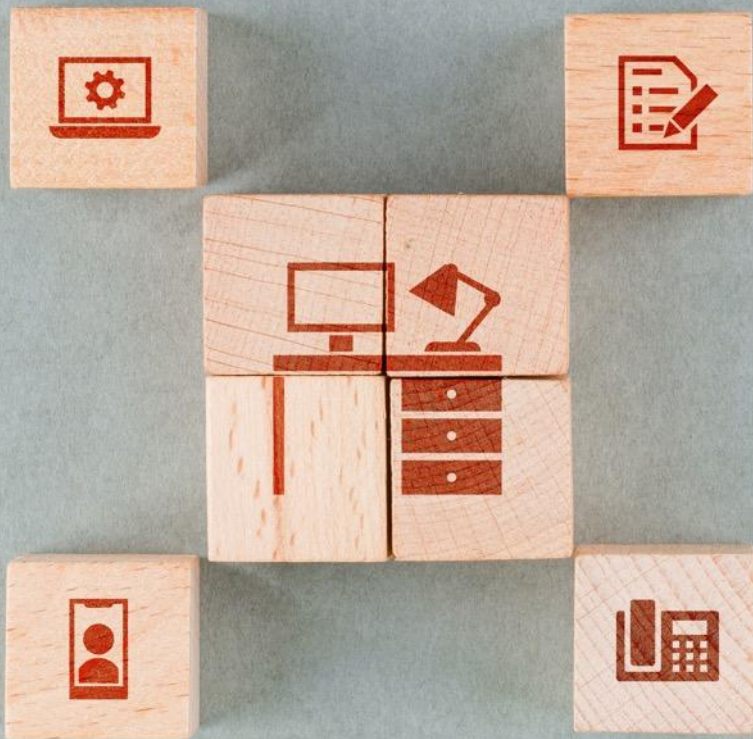
## A FRAMEWORK FOR OPERATIONAL EXCELLENCE

Hiroyuki Hirano spread the term “5S” in his 1995 book. It derives from five Japanese words: “**Seiri**” (sort), “**Seiton**” (straighten), “**Seiso**” (scrub), “**Seiketsu**” (standardize), and “**Shitsuke**” (sustain). Each term represents a step in this approach to workplace organization.

The 5S methodology enables a **reduction in search time** and **facilitates access to materials** and **information** in need, bringing various benefits:

- Increased efficiency and productivity
- Optimized workspace by reducing waste and maximizing space utilization
- Improved quality
- Enhanced employee motivation and engagement
- Increased safety and ergonomics

The 5S methodology is versatile and **applicable to any work environment**, whether **physical** or **digital**. This includes small areas, such as a **production station**, a **desk**, or a **personal computer**, to larger spaces, such as **production lines**, **warehouses**, or **open spaces**. In all these scenarios, the sequence of steps to improve workplace organization is the same. The 5S methodology is one of the foundations of Lean Kaizen.



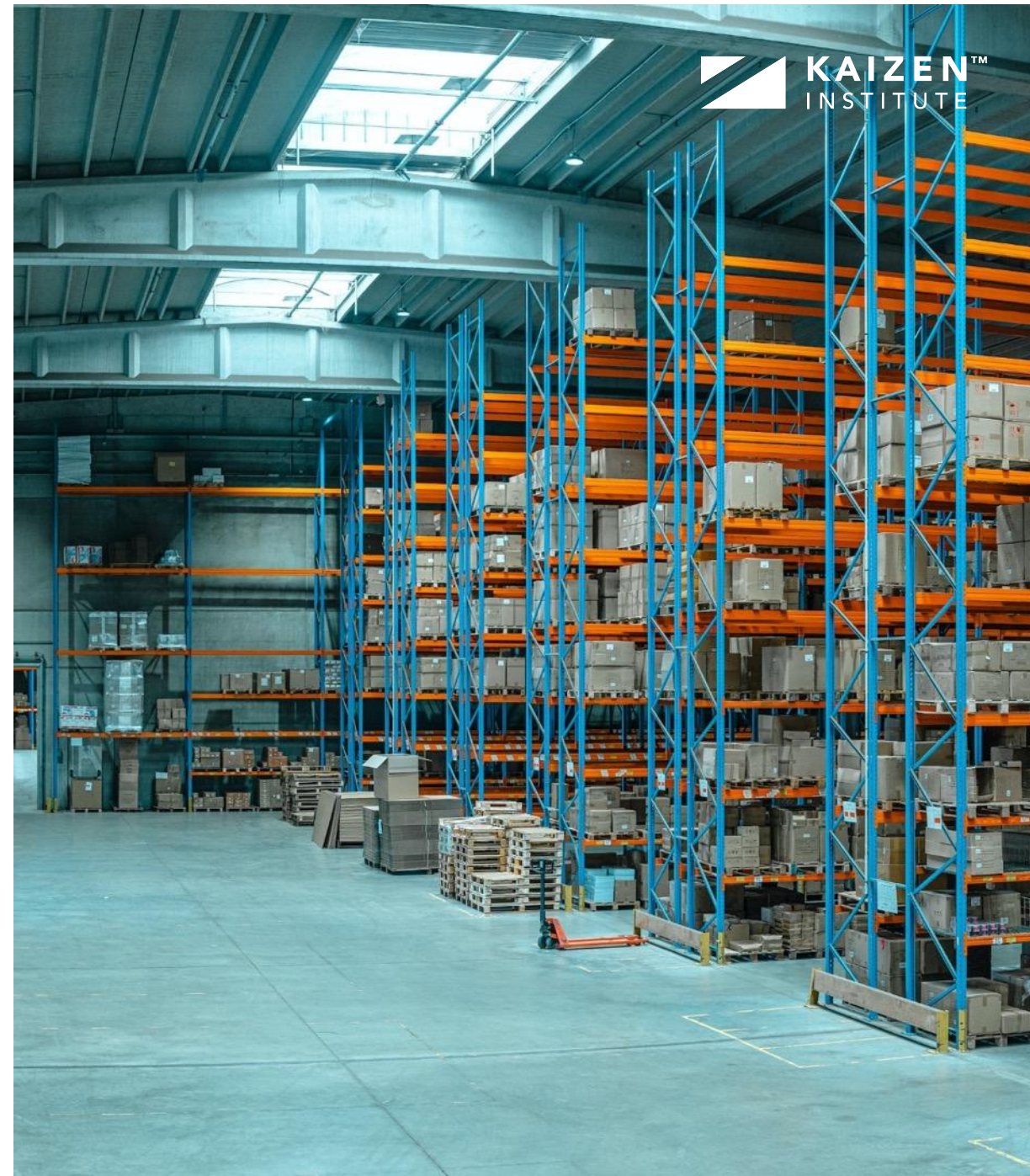


# 5S and Lean Manufacturing

## AN INTERDEPENDENT RELATIONSHIP

The 5S principles are fundamental to Lean Manufacturing. Lean Manufacturing focuses on **maximizing value for the customer** and **eliminating waste**, and the 5S provides the foundation for this purpose by establishing an organized, efficient work environment, able to make waste visible.

Implementing the 5S is often one of the first workshops recommended in the context of Lean Manufacturing. The reason is evident: **basic workplace organization is necessary before processes can be optimized.**







These are the **5S components**, applicable to **physical, transactional, and virtual environments**, from production lines to office desks and digital spaces



1.

## SEIRI

**Sort** what is necessary and what is not

2.

## SEITON

**Straighten** what is needed in a simple and visual way

3.

## SEISO

**Scrub** to restore the area and equipment to original operating conditions

4.

## SEIKETSU

**Standardize** to maintain the new conditions

5.

## SHITSUKE

**Sustain** to comply with and improve the standards



# 5S in different environments

GEMBA	5S CRITERIA	WORKING AREA	STORAGE AREA
PHYSICAL	<ul style="list-style-type: none"> <li>• Frequency of use, weight and size</li> </ul>	<ul style="list-style-type: none"> <li>• Workstation/Line</li> <li>• Equipment and tools</li> <li>• Lab/Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Racks/Shelves</li> </ul>
TRANSACTIONAL	<ul style="list-style-type: none"> <li>• Frequency of use (typically smaller items)</li> </ul>	<ul style="list-style-type: none"> <li>• Desk/Office</li> <li>• Meeting room/ Classroom</li> <li>• Office equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Archive</li> </ul>
VIRTUAL	<ul style="list-style-type: none"> <li>• Number of clicks and time spent trying to access files, folders or emails</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop</li> <li>• Emails and personal management of information (Outlook)</li> <li>• Software/ Browser</li> </ul>	<ul style="list-style-type: none"> <li>• Shared folders</li> </ul>



# 5S in different environments

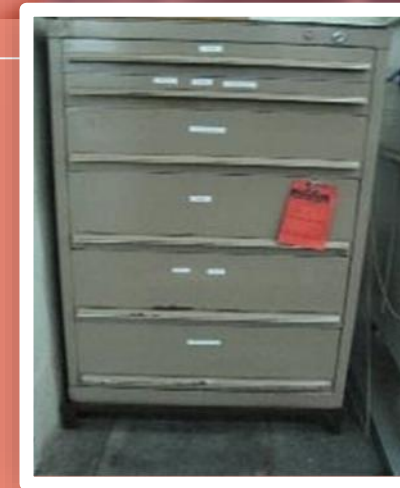
	<b>PHYSICAL</b>	<b>TRANSACTIONAL</b>	<b>VIRTUAL</b>
<b>SORT</b>	Label obsolete or slow-moving items	Remove everything, pick what is required	Move everything to a "sorting" folder, select and organise required items
<b>STRAIGHTEN</b>	<b>Criteria:</b> Frequency of use, weight and size	<b>Criteria:</b> Frequency of use (typically smaller items)	<b>Criteria:</b> Number of clicks and time spent trying to access files, folders or emails
<b>SCRUB</b>	Clean the workplace thoroughly and regularly	Equipment should function as expected	Run performance checks, remove temporary files, perform antivirus checks, keep the desktop uncluttered
<b>STANDARDISE</b>	Create standards to organize and label equipment for easy and quick identification	Focus on common areas and items that may be moved around a lot	Create standards that focus on maintenance routines such as Outlook archiving
<b>SUSTAIN</b>	Make use of effective visual management to keep track of and record 5S audits	Make use of effective visual management to keep track of and record 5S audits	Make use of effective visual management to keep track of and record 5S audits

# 1st S Sort

## Eliminate what is unnecessary

- Define what is necessary
- Identify what is not necessary
- Free the workplace of what is not necessary
- Search inside shelves, under machines, in lockers, filing cabinets, etc.

<b>5S</b>
RED TAG
Date:
Area:
Description



**Visual way to indicate a problem and accelerate its resolution**

Use the **red tag** to **signal a problem** that **cannot be solved** (lack of decision autonomy or dependence on a third party to remove)



# 2nd S Straighten

## A place for everything and everything in its place

- Materials and equipment should be stored according to **frequency of use, weight** and **size**
- Files, folders, and software should be organized to reduce the **number of clicks and search time**

PRIORITY	FREQUENCY	WHERE TO STORE
LOW	Equal to or less than once per year	Remove and send to centralized storage location
MEDIUM	Once per semester Once per month	Store in the department warehouse
HIGH	Once per week Once per day Once per hour	Keep in the workplace/area

A clear visual system to **prioritize** and **store** items, ensuring **faster identification** and **resolution** of storage-related issues

# 3rd S Scrub

## Cleaning allows problems to become visible

- **Clean** and **inspect** the workplace
- Eliminate **sources of dirt**
- **Restore** furniture and equipment to **original operating conditions**
- Visually identify (red tag) problems that cannot be solved immediately

**Line 6 Cleaning Sequence**  
Responsible: line operator

- 1 Clean platform with mop.  
Frequency: once a day (end of the day)  
Empty tray and clean floor with mop.  
Frequency: whenever you accumulate grease in the inspection base and at the end of the day
- 2 Clean trays with compressed air.  
Frequency: whenever grease accumulates.
- 3 Clean the stop with a cloth and cleaning solution.
- 4 Machine cleaning with compressed air and floor with mop.  
Frequency: whenever grease accumulates.
- 5 Clean floor with mop.  
Frequency: end of the day.
- 6 Machine cleaning with compressed air and floor with mop.  
Frequency: whenever grease accumulates.
- 7 Clean glue diatoms with the help of an iron and the floor with a scraper.  
Frequency: whenever glue accumulates.

**Workstation Cleaning Standard**

**Daily**

- Clean all floor disks (USE BROOM AND GARBAGE SHOVEL/VACUUM)
- All equipment ensure that both table and scale are dirt free.
- Ensure that the Eco Bags are kept free.

**Monthly**

- Clean tubes;
- Change;
- Machines;
- Windows.

**Weekly Route Checklist**

DATE	TIME	DESCRIPTION	STATUS	REMARKS	INITIALS
		Check the process in the 1st zone			
		Check the process in the 2nd zone			
		Check the process in the 3rd zone			
		Check the process in the 4th zone			
		Check the process in the 5th zone			
		Check the process in the 6th zone			
		Check the process in the 7th zone			
		Check the process in the 8th zone			
		Check the process in the 9th zone			
		Check the process in the 10th zone			

Visual tools to enhance **cleaning practices** and ensure **workplace standards** are upheld



# 4<sup>th</sup> S Standardize

## Standardization ensures the sustainability of the previous 3S

- Use **visual standards** to highlight **defined locations**
- **Establish rules** for the **use of materials** and **equipment**
- **Use colour codes** and **symbols** to facilitate the identification and use of materials and equipment
- **Define standards for maintenance** of materials and equipment
- **Define responsibility** and **frequency** for **updating the standards**



Use visual tools like **OPLs** (One Point Lessons) to **simplify training** and ensure consistent application of **workplace standards**

# 5th S Sustain

## Sustaining allows us to fulfill and improve standards

- **Adhere** to the **standards every day**
- **Improve** the standards
- **Audits** should be **performed periodically** to ensure the healthy state of the Gemba
- The **maintenance** and **improvement** of the **workplace organization** is a **continuous process**



The first 4Ss ensure that the material location and quantity has been defined. To **sustain the standard** it is essential to have an **efficient stock management** process.

Stock management can be done in several ways, either by automatic resetting via the system, or through physical cards or visual aids within the workplace – **Kanban**



# 5S Planning

Set 5S  
challenge

Map current workplace  
organization

Define 5S  
roadmap

Before starting 5S, an **initial audit** must be carried out to understand the **starting point** and identify **improvement opportunities**.

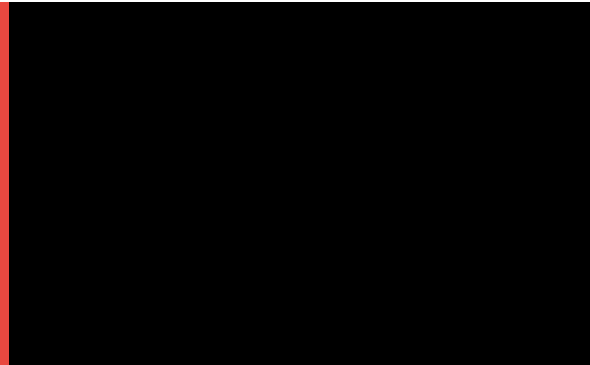
The team leader will also become better acquainted with the tool and its objectives.

KNOWING THE **BASELINE** IS A  
GOOD **REFLECTION EXERCISE**

[Explore our 5S Training Offer](#)

# Application physical examples

## Floor markings





# Application physical examples Floor markings

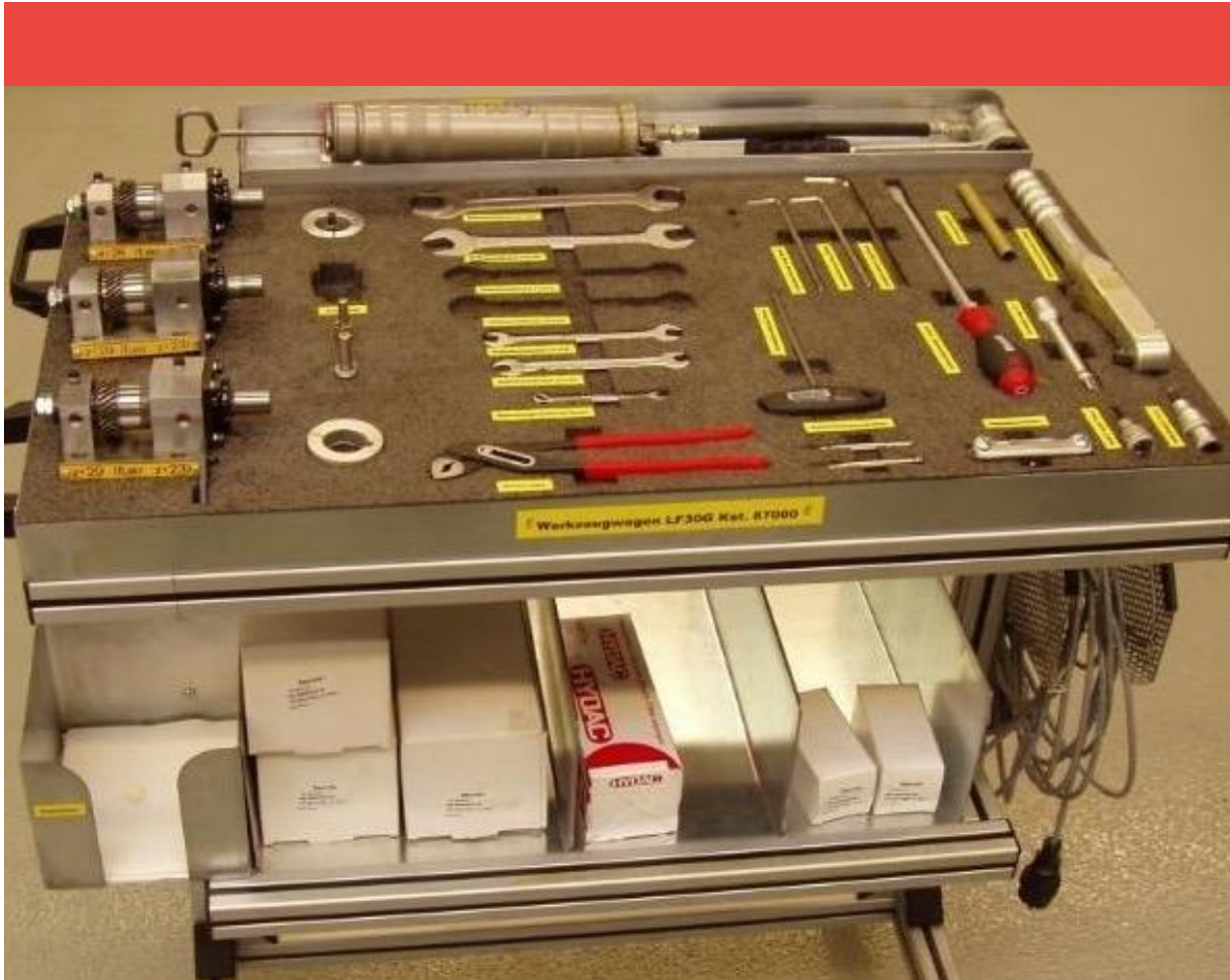


# Application physical examples Cleaning kit





# Application physical examples Labels



# Application physical examples

## Maintenance workshop



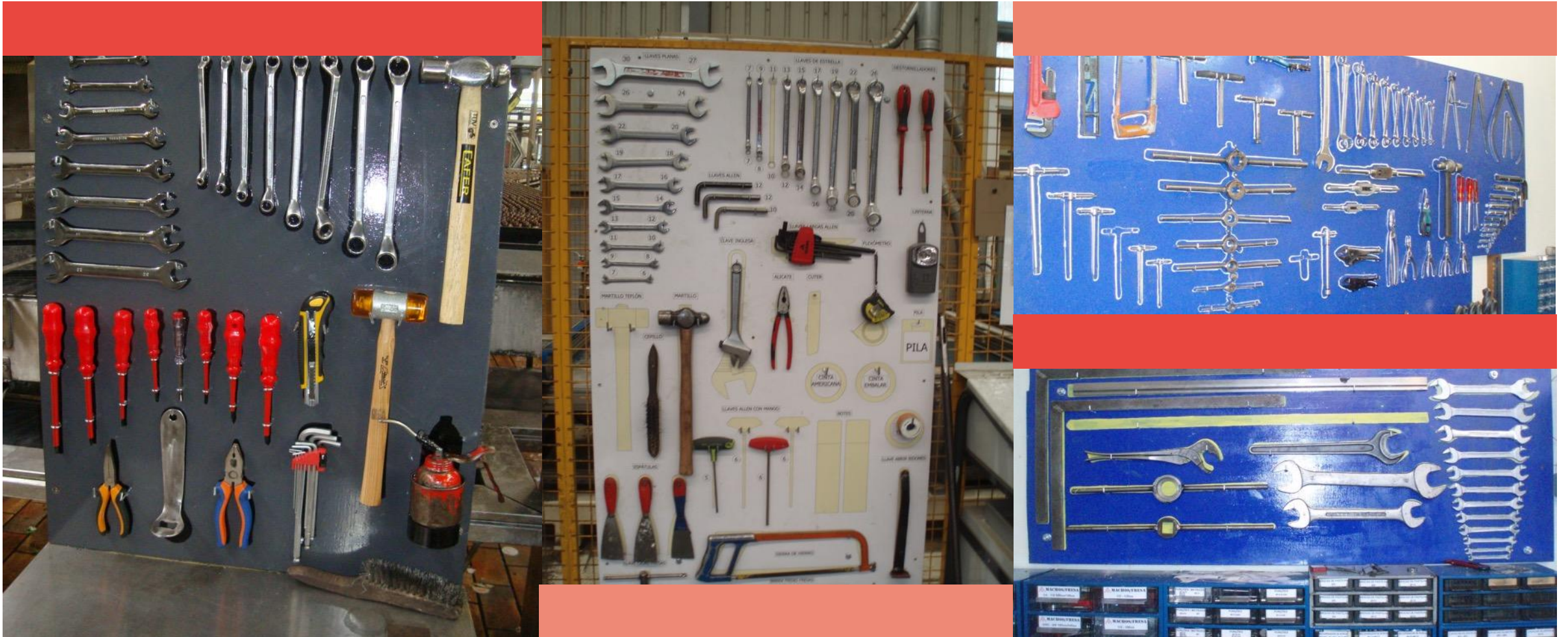


# Application physical examples Organization of spare parts





# Application physical examples Shadow boards





# Application physical examples Before / After



# Application physical examples Before / After





# Application physical examples Before / After



# Application transactional examples

## Shadow boards





# Application transactional examples

## Archives



# Application transactional examples

## Office layout

### NORMA SALA DE FORMAÇÃO

**Material disponível na sala:**

- 36 cadeiras
- 8 mesas
- 2 quadros brancos e 2 apagadores
- 1 flipchart
- 1 projector
- 1 comando para o projector
- 2 comandos para o ar condicionado
- 1 comando para a tela de projecção
- 1 cabo para ligação do projector ao computador



No final das sessões, sala arrumada de acordo com o layout definido.

**Utilização do Projector:**

1. Ligar o projector ao computador através do cabo disponível
2. Ligar o projector no respectivo comando
3. Pressionar o botão "Menu" [A], seleccionar "Input", "Computer 1" com as setas azuis [B] e pressionar o botão "Select" [C]
4. No final da utilização, desligar o projector e o cabo e arrumar nos locais definidos



**Utilização do Ar Condicionado:**

1. Ligar o ar condicionado utilizando o botão do comando
2. Ajustar a temperatura nos botões
3. No final da utilização, desligar o ar condicionado e arrumar o comando no local definido



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### NORMA SALA DE REUNIÕES

**Material disponível na sala:**

- 6 cadeiras
- 2 mesas
- 1 quadro branco e apagador
- 1 flipchart
- 1 LCD
- 1 comando para o LCD
- 1 comando para o ar condicionado
- 1 cabo para ligação do LCD ao computador



No final da reunião, sala arrumada de acordo com o layout definido.

**Utilização do LCD:**

1. Ligar o LCD ao computador através do cabo disponível
2. Ligar o LCD no respectivo comando
3. Escolher a fonte "PC" utilizando o respectivo comando
4. No final da utilização, desligar o LCD e o cabo e arrumar nos locais definidos



**Utilização do Ar Condicionado:**

1. Ligar o ar condicionado utilizando o botão do comando
2. Ajustar a temperatura nos botões
3. No final da utilização, desligar o ar condicionado e arrumar o comando no local definido



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# Application transactional examples Before / After



# Application transactional examples Before / After



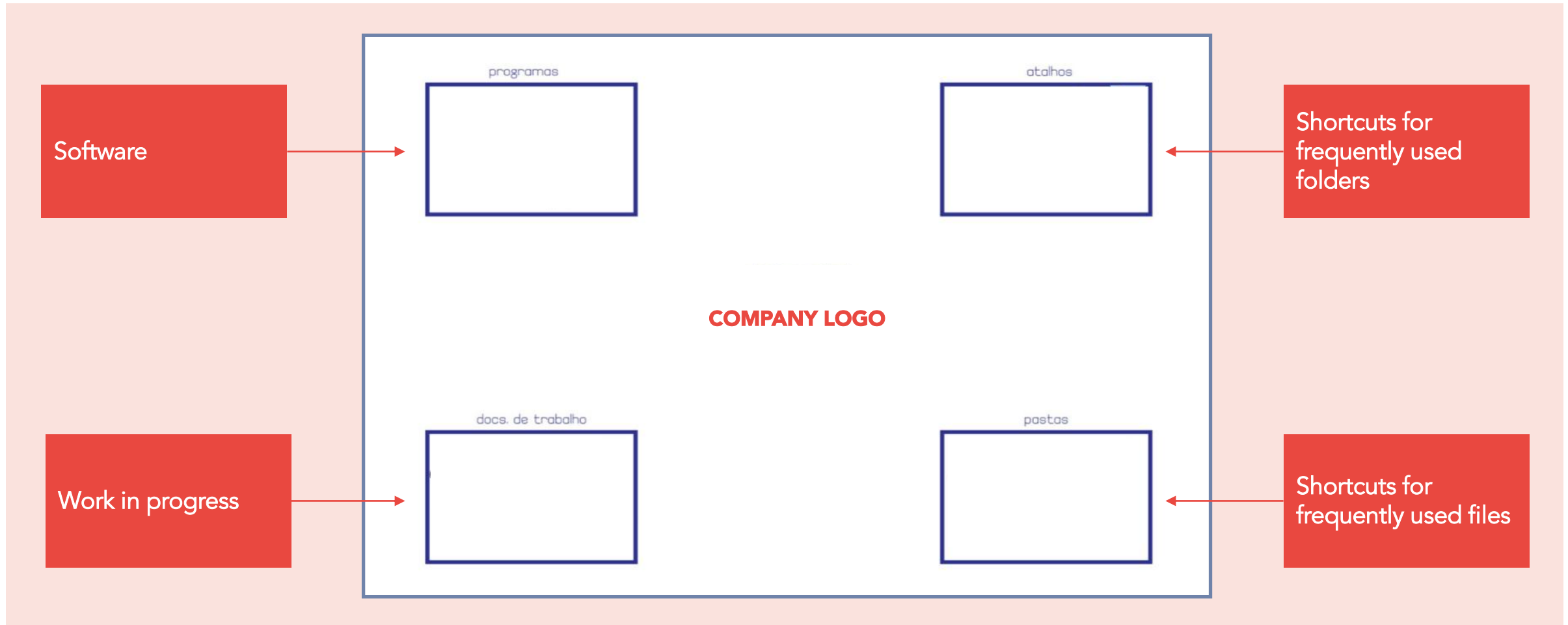


# Application transactional examples Before / After



# Application virtual examples

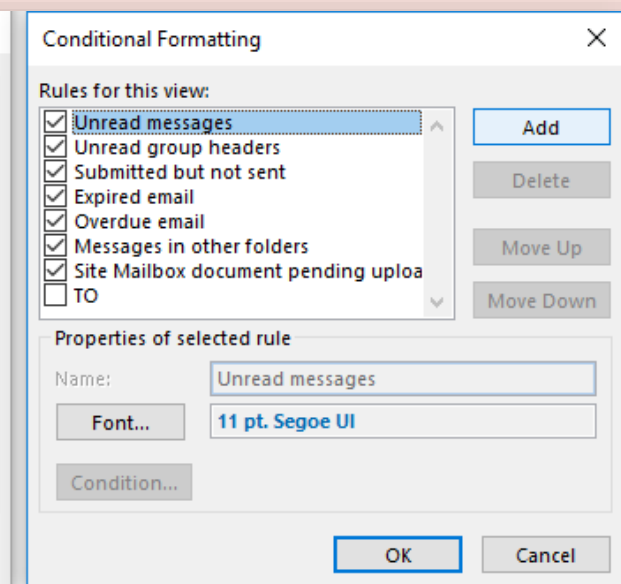
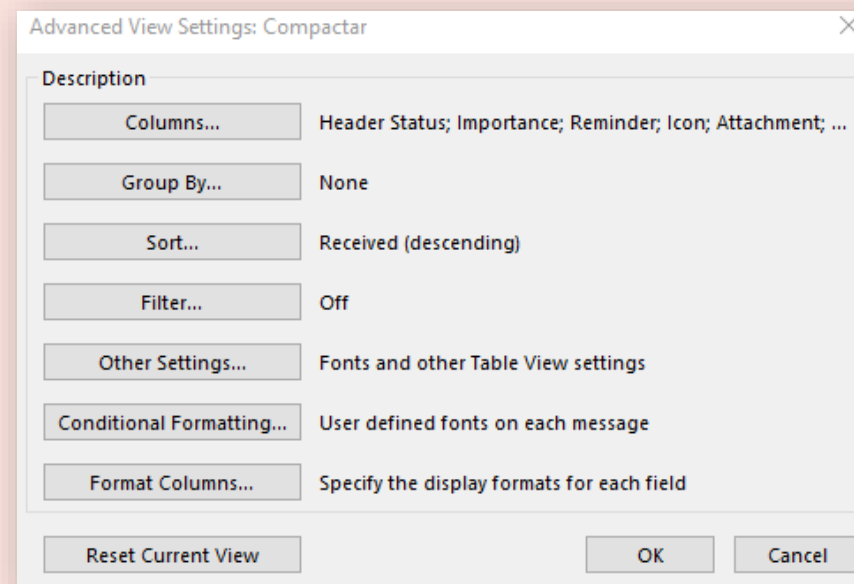
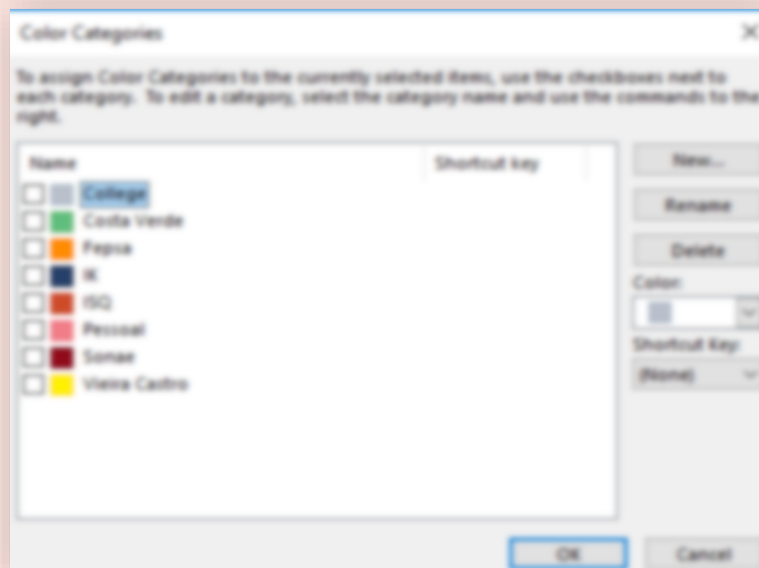
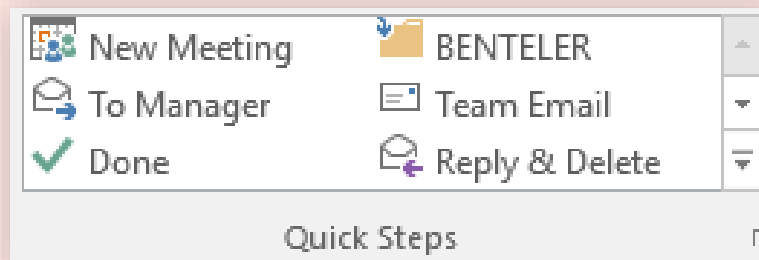
## Desktop background areas



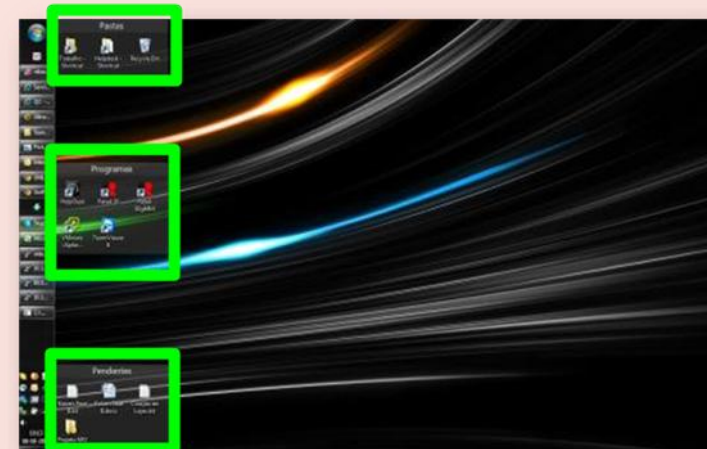
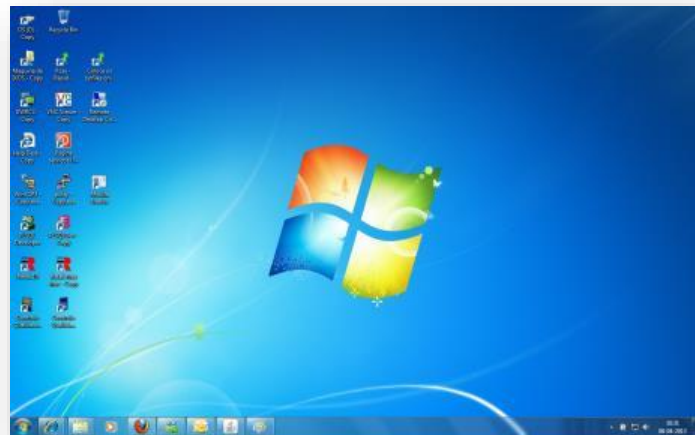


# Application virtual examples

## Microsoft Outlook



# Application transactional examples Before / After







# 5S: Tackling Inefficiencies and Driving Improvements



**5%**

of workspace is occupied with material that is no longer needed



**7%**

of machine downtime can be reduced with 5S implementation



**93%**

of companies say that a well-organized workplace contributes to the use of safe practices



**23%**

of working time is spent searching for the correct information to perform work



**82%**

of companies affirm that after organizing the workplace, workers are more committed to their job



# Continuous Improvement prepares organizations for disruption

and guarantees that **change is transformed** into a **competitive advantage**

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**CHANGE**

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**BETTER**

=

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**CONTINUOUS  
IMPROVEMENT**



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