Continuous Improvement Tool Index

Title of Tool:

5s Document

Tool Description:

The 5s document is a method used to organize a workspace to make it more efficient and effective. Making a space more efficient also means it is less cluttered, easier to clean and safer for employees. Additionally, having a more efficient workspace decreases wasted time.

This tool can be used to organize storage rooms, cagewash areas, food and bedding rooms, desk areas, supply room or areas, break rooms or other areas that can be cluttered with items.

This tool can be used after a room/area has been identified as requiring decluttering and organizing. This can be used as part of a larger continuous improvement project.

Tool Utilization:

This tool is used by first sorting through items and determining whether they are necessary for a process. This is the step of clearing out clutter and other items from an area. If items are not necessary to accomplish a task, they are flagged and evaluated later.

The next step in this process is “set”. Placing the items in the correct order as part of a process. This is determining where everything should belong, and everything should have a place to belong. Items needed frequently should be closer to where the work is conducted. Items should be placed in identifiable bins, that may be colored coded for easy access and identification.

The third step is the “shine” step. This is the step in which everything is cleaned. This includes the bins, and the items, any machinery, shelving, storage places and work surfaces. Following this step a regular cleaning schedule should be created, so the area remains clean.

The fourth step is the “standardize” step in which employees create a set of standards that will be used to maintain the storage/workspace area. These standards may need oversight once they are employed to ensure everyone is following the new procedures, but once new habits are created, then less oversight may be needed.

The last and final step is the “sustain” step. This step focuses on following the new procedures outlined in the “standardize” step of the process. This step begins with training and communication of new procedures. In addition, follow up may be necessary to ensure the space continues to be maintained at its intended level of efficiency. As throughout any process, there may be modifications, and if there are, it is critical that these changes are communicated to everyone who uses the space, so it can continue to be maintained at a high level.

Example of tool with definitions:

5 S	Japanese Terminology	Definition
SORT	*Seiri*	Remove everything from the workplace that is not needed for production
STRAIGHTEN	*Seiton*	Arrange and label items so they are easily located
SHINE	*Seisou*	The main principal is to clean and inspect. Ensure that everything and all areas are clean and clear.
STANDARDIZE	*Seiketsu*	Create standards so abnormalities are easily recognized. Checklists and audits are very helpful.
SUSTAIN	*Sitsuke*	Making it all common practice by building foundations.