**Definition:**

- An improvement tool for organizing and maintaining a disciplined and productive workplace.
- A Japanese management approach which is developed by Toyota as part of their Toyota Production System.
- Considered a prerequisite for driving other Lean techniques such as TPM, Flow and Kaizen.

**Benefits:**

- Reduces wasted time looking for things.
- Makes everybody’s job easier.
- Minimizes mistakes.
- Promotes workplace ownership, pride and motivation.
- Assures quality and enhances safety.
- Improves the image of the business and builds customer confidence.

**5S represents five simple practices that starts with the letter “S”:**

<table>
<thead>
<tr>
<th>S1</th>
<th>S2</th>
<th>S3</th>
<th>S4</th>
<th>S5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort</td>
<td>Set in order</td>
<td>Shine</td>
<td>Standardize</td>
<td>Sustain</td>
</tr>
</tbody>
</table>

- **Sort** – refers to the practice of going through all the items in the workplace and keeping only what is actually needed.
- **Set in order** – the practice of arranging the required items (where, how, how much).
- **Shine** – aims of creating a clean workplace without rubbish, dirt or dust.
- **Standardize** – aims to ensure the consistency of implementing the first 3 5S practices.
- **Sustain** – aims to ensure everyone knows the benefits and be involved in the 5S program.

**How to implement 5S in an area?**

- Evaluate the current situation and take 'before' photos.
- Brainstorm with the team to identify improvement ideas.
- Develop and implement a plan to improve the area.
- Audit the area and take the ‘after’ photos.
- Share and publish the results.
- Implement a control plan to sustain the improvement.