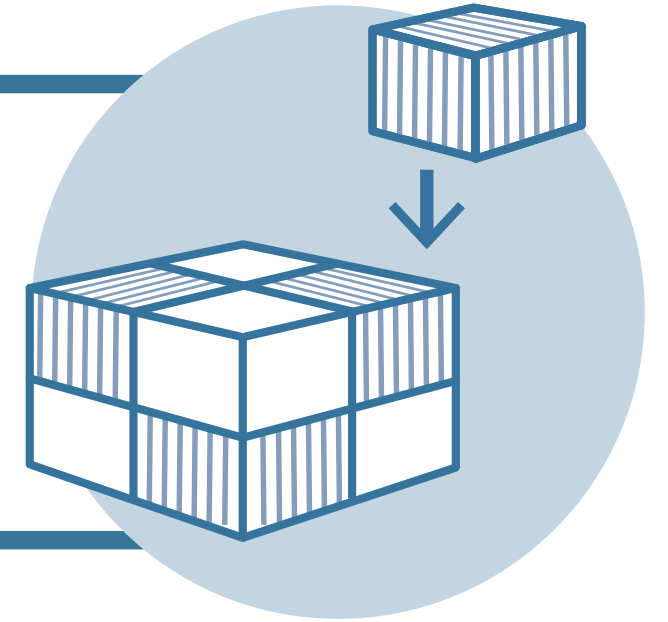


# 5S Lean Workplace

**1**

## **SORT**

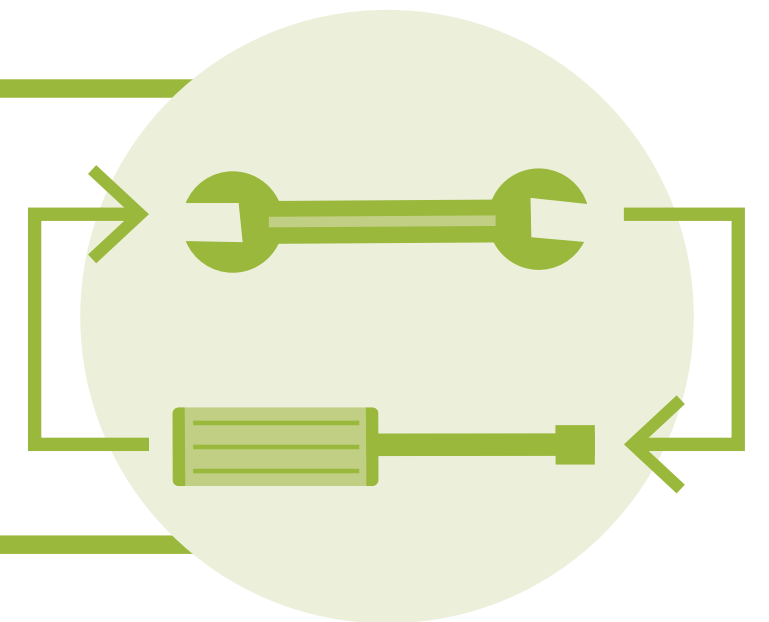
Organization - keep only what is necessary and discard everything else. When in doubt, throw it out.



**2**

## **SET IN ORDER**

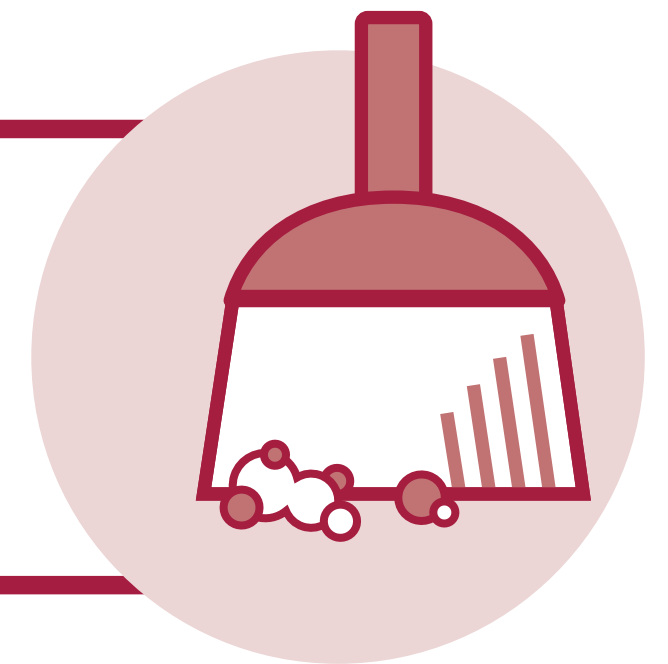
Orderliness - arrange and label only necessary items for easy use and return by anyone.



**3**

## **SHINE**

Cleanliness - keeping everything swept and clean for inspection, safety and preventative maintenance.



**4**

## **STANDARDIZE**

Standardized cleanup - maintain the state that exists when the first three pillars or "S's" are followed



**5**

## **SUSTAIN**

Sustaining the discipline - make a habit of properly maintaining correct procedures.

