



5S is a process made popular and used by Toyota which is based on five principles starting with “S”. 5S is a foundation for both Kaizen and the Toyota Production System.

1

SEIRI
(SORT)

SEPARATE NECESSARY ITEMS FROM UNNECESSARY.



2

SEITON
(STRAIGHTEN)

MAKE A PLACE FOR EVERYTHING, AND EVERYTHING MUST HAVE A PROPER PLACE.



3

SEISO
(SHINE)

CLEAN UP AS YOU WORK AND MAINTAIN A CLEAN ENVIRONMENT.



4

SEIKETSU
(STANDARDIZE)

DEVELOP RULES TO REPEAT POSITIVE RESULTS.



5

SHITSUKE
(SUSTAIN)

MAINTAIN CONSISTENCY AND STRIVE FOR CONTINUED IMPROVEMENT.

