

# THE 5S SYSTEM

## **SORT**

(Organization) - Clearly distinguish needed items from unneeded items and eliminate the unneeded items from the area.

(Orderliness) - Keep needed items in the correct place to allow for easy and immediate retrieval. Also known as “set in order.”

**S  
I  
M  
P  
L  
I  
F  
Y**

## **SUSTAIN**

(Discipline) - Make the established procedures habit.

This is the condition we support when we maintain the first three S's. Often referred to as “standardized cleanup.”

Keep the area clean. Dirt/dust is a defect and should be treated as such. Also known as Shine.

**SYSTEMATIC CLEANING**

**S  
T  
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N  
D  
A  
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I  
Z  
E**