



# Quality-One International

## 5S (Workplace Organization) Course Outline

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- Introduction to 5S
- What is 5S?
  - Sort
  - Straighten
  - Shine
  - Standardize
  - Sustain
- Origin of 5S
- Benefits of 5S
- Sort
  - Sort and separate that which is needed / not needed in the area
  - Determine tools and items required on daily basis
  - Separate non-essential tools
- Straighten
  - Arrange items that are needed so that they are ready and easy to use
  - Clearly identify locations for all items so that anyone can find and return them once the task is completed
  - Relationship to Defect Prevention
  - User Logic Workstation Design
- Shine
  - Clean workplace and equipment on a regular basis in order to maintain standards and identify defects
  - Establish cleanliness standards
  - Cleaning frequency
  - Calibration / Tool Maintenance
- Standardize
  - Publication of Best Practices
  - Replication
  - Standard Work Development
- Sustain
  - Maintain the Rules
  - Assess and Improve
  - Never Ending Continuous Improvement
- Safety
  - Safety = 6th S?
- Auditing and Scoring