



**SIFT: Needed / Not Needed**

- Determine what is needed/not needed. Remove all items from the workplace that are not needed.
- Determine Max/Min amounts.
- Establish a Red Tag Area and create Basic Rules.

**SORT: Visualize Home Position**

- Easy to See, Easy to Get, Easy to Return.
- Create total visual standard by sorting & labeling.
- Frequent items closer. All items for one job together.
- MAPS: Area Layout Map for the area under 5S control.
- MAPS: Sub-Area Maps (if needed)

**SWEEP & WASH: Cleaning Is Inspection!**

- Clean everything on a schedule and as-needed.
- Use your senses (Look, Listen, Smell, & Touch) in a safe manner to detect abnormalities.
- MAPS: Zone Maps.
- MAPS: 5S Activity Cards/Schedule.

**SPIC & SPAN: Total Standardization**

- Abnormalities "Leap to the Eye."
- Make photos of Home Position down to the lowest level.
- Develop standards for every photo/item->Home Position
- Create "Unbreakable" conditions.
- MAPS: Photo Maps and Standards

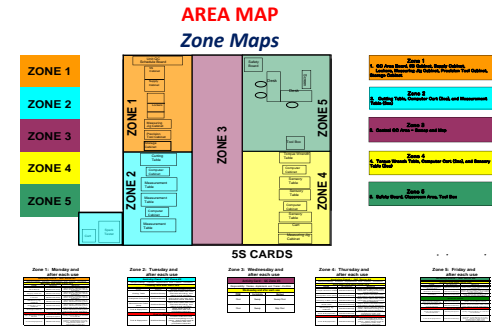
**SUSTAIN: Achieve Workplace Safety & Productivity**

- Establish formal roles for sustaining the full 5S condition.
- Establish/conduct regular 5S audits and follow-up plans.

**The First Tool of Lean Manufacturing  
Visual Workplace Organization (5S)**

An orderly, clean, safe, visual arrangement of the workplace that eliminates anything not required, provides a specific location for everything, and eases work.

The visual system makes "Abnormalities Leap to the Eye" for all. Everything is "Easy to See. Easy to Get. Easy to Return."



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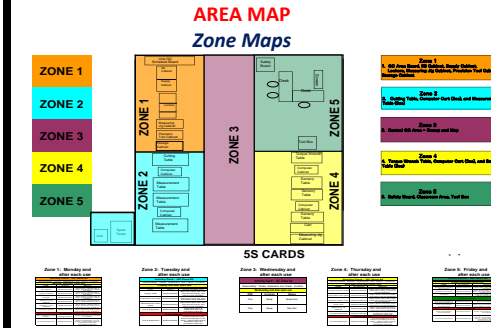
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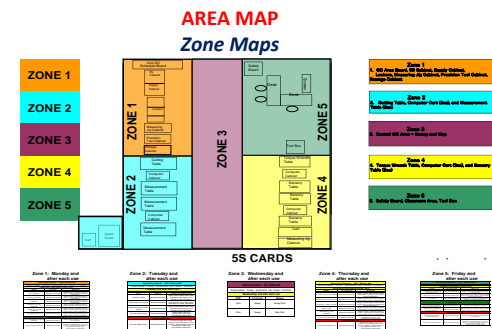
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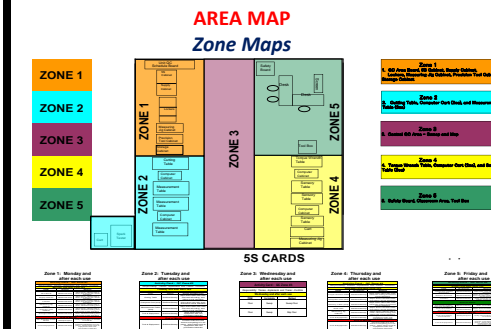
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