

5S Methodology – Workplace Organization

Module 1: Introduction to 5S

- What is 5S and why it matters
- Origin in Lean methodology
- Benefits: efficiency, safety, productivity
- Real-life examples of organized vs disorganized workplaces

Module 2: Sort (Seiri)

- Meaning: Remove unnecessary items
- Identifying what is needed vs not needed
- Red tagging concept
- Examples from daily workspaces

Module 3: Set in Order (Seiton)

- Organizing necessary items for easy access
- “A place for everything and everything in its place”
- Visual organization (labels, markings)
- Reducing time and motion waste

Module 4: Shine (Seiso)

- Cleaning and maintaining the workplace
- Identifying issues through cleaning
- Creating ownership and responsibility
- Importance for safety and quality

Module 5: Standardize & Sustain (Seiketsu + Shitsuke)

- Standardizing best practices
- Creating routines and checklists
- Building discipline to maintain 5S
- Activity: Identify 5S improvements in a personal workspace
- Key takeaways: consistency is key to long-term success