5s seiri or sort

The first stage of 5S, sorting out the clutter
The Steps of 5S

• **Seiri – Sort** (Clearing)
  - clearly separating necessary from unnecessary, and remove unnecessary

• **Seiton – Set in order** (Configure)
  - visually arrange and identify items for ease of use and retrieval

• **Seiso - Shine & Check** (Clean & Check)
  - keep the workplace clean (not pretty) to allow problems to be identified

• **Seiketsu - Standardise** (Conformity)
  - continually monitor the level of clearing, organising and cleaning

• **Shitsuke - Sustain** – (Custom & Practice, Consensus)
  - work towards a shared set of values regarding clearing, organising and cleaning

• **Safety**
  - improve through better clearing, organising, cleaning and visual control

And the 6th S:
The First “S”; Seiri or Sort

• The aim is to remove everything but what is actually required every day from the workspace.

• Only items that are needed remain in the workplace, all others are removed or scrapped.
Why remove clutter?

- Frees up space.
- Removes clutter/obstacles.
- Stops people adding to it.
- Stops hoarding.
- Improves safety.
- Gives control of what is in your area.
- Begins the orderliness process.
Who is involved?

• Everyone in the 5S team and the area concerned.

• Team should involve people who are from outside the area who are more likely to challenge and question the need for some items.
Sort process

• Whole team should spend a few hours going through the entire area (Inside cabinets, under and behind machines, everywhere!);

• All obvious scrap should be put in the skip

• All unidentified items should be put in the “red tag” / quarantine / “Crime watch” area.
• All unnecessary items which have value should also be placed in this area
• Items which are too big or difficult to remove should have red tag attached.

• Only Items that are required should remain
Red tag / quarantine / crime watch area

• Storage area for unidentified items and items that are not required but have a value.
Red tag area and items

• The red tag area should be reviewed after the clearing process.

• Involve everyone to decide disposition of the items;
  • Scrap
  • Storage
  • Return to area

• Machines and other items with red tags attached should also be reviewed and disposition decided and planned.
Before and after
What’s next?

• At the end of seiri (Sort or Clearing) you should only have the items in your area that are required.

• The next stage of 5S is Seiton (Set in Order) where we set those items in order.
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