

5S Seiso - shine

The third stage of 5S, Shine; Clean
and Check

Stages 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 And the 6th S:
 - improve through better clearing, organising, cleaning and visual control

Not just cleaning

- This stage is not just to make everything look clean and pretty (Although it can do..)
- Thoroughly inspect everything for damage and problems.
- Bring everything back to “As New”



Benefits of cleaning

- Makes defects easier to detect.
- Better customer perception.
- Creates a better working environment.
- Aids efficiency and reduces accidents.
- Helps standardisation.

Initial clean down

- Correct or schedule repairs for all problems discovered
- If possible prevent dirt creation – eliminate or reduce
- Links with Total Productive Maintenance (TPM)



Who, what, when, where, how?

- Cleaning is an ongoing process;
- Define and document;
 - Who is responsible for cleaning
 - When it will be done
 - What needs to be cleaned and where
 - How is it to be done
 - Provide the required tools for cleaning



The next stage

- The next step is seiketsu or standardization.
- The next stage will build on everything you have achieved in the last three stages.

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