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

And the 6th S:
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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