



P-Glossary



5S or Good Housekeeping

5S or good housekeeping involves the principle of waste elimination through workplace organization. 5S was derived from the Japanese words *seiri*, *seiton*, *seiso*, *seiketsu*, and *shitsuke*. In English, they can be roughly translated as sort, set in order, clean, standardize, and sustain. The cornerstone of 5S is that untidy, cluttered work areas are not productive. As well as the physical implications of junk getting in everybody's way and dirt compromising quality, we all are happier in a clean and tidy environment and hence more inclined to work hard with due care and attention. Thus, 5S and good housekeeping are core elements of "lean thinking" and a "visual workplace" and are a fundamental platform for world-class manufacturing.

5S provides the foundation for all quality improvement programs. Thus, it is often said that the road to productivity starts with 5S and through 5S you can create a highly productive company with highly productive people. 5S is not only a matter of good housekeeping. It is a process to create more productive people and more productive companies through motivation, education, and the practice of 5S. It involves the creation of a strong corporate culture filled with the spirit of high productivity.

Seiri Sorting/Putting things in order (remove/discard what is not needed so that there are fewer hazards and less clutter to interfere with work. Only keep what is needed.)

Seiton Orderliness/Proper Arrangement (Place things in such a way that they can be easily reached whenever they are needed. "There must be a place for everything, and everything must be in its place.")

Seiso Clean/cleanliness. (Keep workplace and things clean and polished; no trash or dirt in the workplace)

Seiketsu Standardize/Purity (Maintain cleanliness after cleaning, consistently-perpetual cleaning. Such cleaning is part of every one's work.)

Shitsuke Sustaining/discipline/commitment (Maintaining standards and keeping the facility in safe and efficient order day after day, year after year.)

See also: Kaizen; Toyota Production System; Lean Production System
