

# 5S Explanation



Sort

When in  
doubt,  
move it  
out –  
Red Tag  
technique



Set in Order

A place  
for  
everything  
and  
everything  
in its  
place



Shine

Clean and  
inspect  
or  
inspect  
through  
cleaning



Standardize

Make up  
the rules,  
follow and  
enforce  
them



Sustain

Part of  
daily work  
and it  
becomes  
a habit