

CONTINUOUS IMPROVEMENT PROGRAMME

5S

THE PRINCIPLES

- **SORT** – Clean up your workplace.. Discard the unnecessary.
- **STRAIGHTEN** – Organise your workplace. Keep things ready for instant use.
- **SHINE** – Clean, Check and Maintain everything. Routinely keep the workplace clean.
- **STANDARDISE** – Stick to Standard Operating Procedures
- **SUSTAIN** – Follow procedures.. Make things routine through custom and practice

THE TOOLS

- **5S control board on each section.**
- **Regular audits** – record the score
- **Problems –Issues-Opportunities (PIO)** – record on the PIO sheet.
- **Standard Operating Procedures (SOP's)**
- **Standard Work Sheet (SWS)** – plan view of the section with photos of plant and equipment.
- **Improvement projects** – record on control board

CONTINUOUS IMPROVEMENT PROGRAMME

5S

THE PRINCIPLES

- **SORT** – Clean up your workplace.. Discard the unnecessary.
- **STRAIGHTEN** – Organise your workplace. Keep things ready for instant use.
- **SHINE** – Clean, Check and Maintain everything. Routinely keep the workplace clean.
- **STANDARDISE** – Stick to Standard Operating Procedures
- **SUSTAIN** – Follow procedures.. Make things routine through custom and practice

THE TOOLS

- **5S control board on each section.**
- **Regular audits** – record the score
- **Problems –Issues-Opportunities (PIO)** – record on the PIO sheet.
- **Standard Operating Procedures (SOP's)**
- **Standard Work Sheet (SWS)** – plan view of the section with photos of plant and equipment.
- **Improvement projects** – record on control board