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2034 O Street Lincoln, NE 68510

402-477-3941 abodysupply2@neb.rr.com



Improve Your Bottom Line by using the 5-S System



What is a 5-S System?

A Five-S System is an approach to improvement within a facility that focuses on organization, cleanliness and standardization to improve profitability, efficiency, service and safety. The basis of a Five-S System are not very complicated. They are actually based on common sense.

It seems like such a simple thing that does not cost very much, but implementing the Five-S System will improve profits, and at the same time improve both quality and safety. It does this by reducing wasted time and materials; improving daily or shift startup times; reducing maintenance and downtime; improving efficiency and productivity; improving employee morale; and simplifying the work environment.

- **Sorting** – Sort out needed/unneeded – “Red-tag,” then discard unneeded
- **Set in Order** – A Place for everything (equipment, inventory, supplies) – Make it visual, self-explanatory – Color-coded shadow board – Don’t spend money – Tools & Materials must be easy to see and reach
- **Shine** – Clean your equipment, workplace, and tools – Inspect while cleaning
- **Standardizing** – Maintain cleanliness – File paperwork – Keep from creating dirt, chips, waste – If mess not prevented, dispose of it immediately – Document methods
- **Sustaining** – Stick to it – Becomes a way of life, part of daily work

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