



REPUBLIC OF NAMIBIA

**MINISTRY OF LABOUR, INDUSTRIAL  
RELATIONS AND EMPLOYMENT  
CREATION**

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**Productivity Namibia**  
Achieving A Competitive Namibia

## WHAT IS THE 5S CONCEPT?

5S is a systematic way of organizing a workplace so that work can be performed efficiently, effectively, and safely. It focuses on putting everything where it belongs and keeping the workplace clean, which makes it easier for the work to be completed without wasting time or risking injury to employees.

It emphasises on establishing a quality environment in the organisation and fosters the spirit of continuous improvement. 5S splits into five phases, each named after a different Japanese term beginning with the letter "S"; (Seiri, Seiton, Seiso, Seiketsu, Shitsuke) hence the name 5S as translated in the table below.

JAPANESE	ENGLISH
Seiri	Sort
Seiton	Set in order
Seiso	Shine
Seiketsu	Standardise
Shitsuke	Sustain

### Seiri (Sort)

To systematically identify and discard all unnecessary items in the workplace. **When in doubt, take it out** (using the red tag technique). Sort is however not restricted to unnecessary items, it can also be applied to non-value adding activities, policies and procedures.

### Seiton (Set in order)

To arrange necessary items in a neat and systematic manner so that they can easily be retrieved for use and returned after use. This requires that you create a specific location for everything, so that a specific item has a specific location and specific quantity.

### Seiso (Shine)

To clean and inspect the workplace thoroughly so that there is no dirt on the surface, floor and equipment. It should not be misunderstood to simply mean a clean work environment, it is mainly about maintenance. Cleaning with meaning in order to identify and prevent potential faults.

### Seiketsu (Standardise)

To maintain a high standard of workplace organisation by keeping everything clean and orderly at all times. It requires setting up routines and precise times for order and maintenance. (At the end of each day or each week).

### Shitsuke (Sustain)

To train members of staff to practice the 5S system continuously so that it becomes habitual and ingrained in the culture of the workplace.

When in doubt, move it out- Red tag technique



A place for everything and everything in its place



Clean and inspect or inspect through cleaning



Make up the rules, follow and enforce them



Part of daily work and it becomes a habit

