



sort

Clearing workspace of all unnecessary materials to eliminate obstacles and distractions (wastes) and make accomplishing the work easier.

SEIRI



set in order

Work area organized with all necessary items in close proximity, with most often used items the closest. Eliminating wasted time looking for/moving items.

SEITON



shine

Keeping workplace clean daily/on a regular schedule for safe, pleasant, and easy to work in environment and facilitate regular maintenance inspections.

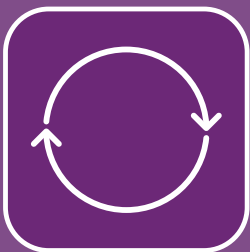
SEISO



standardize

Establishing procedures, schedules, audit checklists, etc.. that ensure consistent implementation. Photos, visual controls, color coding, etc., help keep order.

SEIKETSU



sustain

Maintaining proper order through include training, discipline, and regular audits and feedback so that improvement can be made as needed.

SHITSUKI