

1. Sort

(Seiri 整理)

- ❖ Dispose of unnecessary items
- ❖ Eliminating obstacles
- ❖ Remove distracting items
- ❖ Prevent accumulation
- ❖ Evaluate necessary items

2. Straighten

(Seiton 整頓)

- ❖ Arrange all necessary items in order
- ❖ Prevent waste and loss of time
- ❖ Make it easy to locate items when needed
- ❖ Organise queues of waiting tasks
- ❖ Simplify workflows

3. Shine

(Seiso 清掃)

- ❖ Clean the environment
- ❖ Inspect while cleaning
- ❖ Implement preventative maintenance
- ❖ Ensure a safe workplace

4. Standardize

(Seiketsu 清潔)

- ❖ Define standards of cleanliness and organisation
- ❖ Ensure all workplaces follow similar standards
- ❖ Ensure ongoing training occurs

5. Sustain

(Shitsuke 躰)

- ❖ Maintain everything in order to its standard
- ❖ Keep items in working order
- ❖ Ensure people do without needing to be told



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