

4. keep the workplace clean and pleasing to work in

d.) Standardize

This is where you standardize the processes used to create a set of standards for both organization and processes. It takes the first three S's and makes rules for how and when these tasks will be performed. These standards can involve schedules, charts etc. The objective is to establish procedures and schedules to ensure the repetition of the first 3S practices.

e.) Sustain

To sustain means the previous four S's must be continued over time. This is achieved by developing a sense of self-discipline in employees who will participate in 5S. The objective is to organize training and perform regular audits to ensure that the 5s approach is followed.

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