

The 5S System is a series of activities designed to improve work-place organization and standardization.

These activities include:

1. **Sort** through all items and remove unneeded ones.
2. **Set** in order remaining items; set limits; set temporary location indicators.
3. **Shine** or clean everything, and use cleaning as inspection.
4. **Standardize** the first 3 S's by implementing visual displays and controls.
5. **Sustain** the gains through self-discipline, training, communication and total employee involvement.

## 5S SYSTEM WORKSHOP

**Accelerate product and service flow while achieving a cleaner, safer and more organized workplace.**

### Benefits

- Improve quality
- Achieve work standardization
- Decrease changeover time
- Improve safety
- Reduce storage costs
- Reduce cycle time
- Reduce machine downtime
- Boost employee morale

### Course Description

Two-Day Workshop at your location for groups of 12 to 26.

This workshop offers the attendee an opportunity to experience first hand how to apply the 5S System in a targeted area. Participants will learn the concepts of the 5S System, and how to apply them to reduce wasted time and material, and transform a cluttered, disorganized production area into a clean, organized and orderly workplace.

### To Learn More

Workshops are given for internal company groups, upon request. Contact ITAC at 212-442-2990 for the latest information.

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