

# Methodology 5S

1. seiri >> 2. seiton >> 3. seiso >> 4. seiketsu >> 5. shitsuke



We are aware that the business world is constantly evolving, new technologies develop, new products are created and customer needs change continuously. Consequently we should constantly adapt new standards, overcoming old organizational schemes while developing new strategies.

**Nashira** chose to implement the **5S Methodology** as a tool for innovation and growth. The term Method 5S is inspired by the initials of the Westernized pronunciation of the five Japanese words that summarize the five core steps of the methodology:

1. **Seiri - sort:** separate not needed items from needed ones in the workspace, items not useful to the activity that create confusion and disorder, resulting in waste of time and resources (muda).
2. **Seiton - set in order:** set in order all what is useful: "a place for everything and everything in its place. An alternative word with S is system.
3. **Seiso - shine:** always keep in order and clean, a clean and tidy environment is an environment that "doesn't hide" inefficiencies. An alternative word with S is sweeping.
4. **Seiketsu - standardize:** define repetitive and canonical methodologies in order to manage this activity aiming at make a rational use of resources and workspace;
5. **Shitsuke - sustain:** make sure this standard of thinking and behaviours are spread and respected at all corporate levels.