

# Standard Operating Procedure (SOP): Daily 5S Workplace Organization

This SOP details the **Daily 5S workplace organization procedures**, which include sorting, setting in order, shining, standardizing, and sustaining. The purpose is to maintain a clean, organized, and efficient work environment by eliminating clutter, arranging tools and materials systematically, performing regular cleaning, establishing standard practices, and promoting sustained workplace discipline. Implementing these procedures enhances productivity, safety, and workplace morale.

## Purpose

To maintain a clean, organized, and efficient work environment through the daily application of 5S principles.

## Scope

This procedure applies to all employees and contractors working within the designated work area.

## Responsibilities

- All employees: Participate in and perform daily 5S tasks.
- Supervisors/Managers: Ensure compliance and conduct periodic audits.
- 5S Coordinator: Facilitate training, provide guidance, and maintain documentation.

## Daily 5S Procedure Steps

Step	Action	Key Points
1. Sort (Seiri)	Identify and remove unnecessary items from the workplace.	<ul style="list-style-type: none"><li>• Dispose of or relocate unused materials, tools, and equipment.</li><li>• Keep only essential items needed for daily operations.</li></ul>
2. Set in Order (Seiton)	Organize items for easy access and use.	<ul style="list-style-type: none"><li>• Label storage areas and containers.</li><li>• Assign designated locations for tools and materials.</li></ul>
3. Shine (Seiso)	Clean the workspace and equipment.	<ul style="list-style-type: none"><li>• Wipe down surfaces, tools, and equipment.</li><li>• Identify and report maintenance issues.</li></ul>
4. Standardize (Seiketsu)	Establish consistent practices and procedures.	<ul style="list-style-type: none"><li>• Follow standardized work instructions and checklists.</li><li>• Display visual guides and reminders.</li></ul>
5. Sustain (Shitsuke)	Maintain discipline and continue improvement.	<ul style="list-style-type: none"><li>• Conduct regular 5S audits and team reviews.</li><li>• Encourage feedback and recognize adherence to 5S principles.</li></ul>

## Records / Documentation

- Daily 5S checklist (filled out and signed by responsible personnel)
- 5S audit reports
- Corrective action and continuous improvement logs

## Review and Continuous Improvement

This SOP should be reviewed annually or as needed to incorporate improvements identified through audits or employee feedback.

