



## How can we use classification as a lever for performance?

The 5S approach, based on the Japanese workplace organisation method, can readily be applied to administrative services. The objectives are to set in order an effective organisation to:

- identify the document, its movement and place of storage,
- reduce volumes nearby,
- improve work conditions,
- accompany change and favour shared intelligibility,
- prepare for dematerialisation and legal conservation.

### 1S Sort

Sorting means separating what is useful from the accessory and the accessory from the useless. The act of sorting allows you to define what is to be kept close at hand, what is to be set aside and what is to be destroyed according to a well-established classification. This stage involves organising cleaning days.

### 2S Tracer

This stage involves ordering what remains after the elimination of documents but not just anyhow. This is all about organising storage.

### 3S Traduire en mots (charter)

This phase helps resist the natural tendency to let things slide and go back to old habits. It means change can be formalised and involves establishing rules for storage, classification and organisation and testing and validating them.

### 4S Tenir une ligne de conduite simple

Ensuring continuity is essential. On this basis, it is essential to apply shared rules that are clear for all to see. All teams must share a common understanding so as to move forward together.

### 5S Transmettre

Following and pushing things forward means getting people involved. Conducting self-assessments, promoting the team spirit, instituting behavioural rules, setting up good communication and promoting the results obtained are all necessary, as each stage is a minor victory in itself.