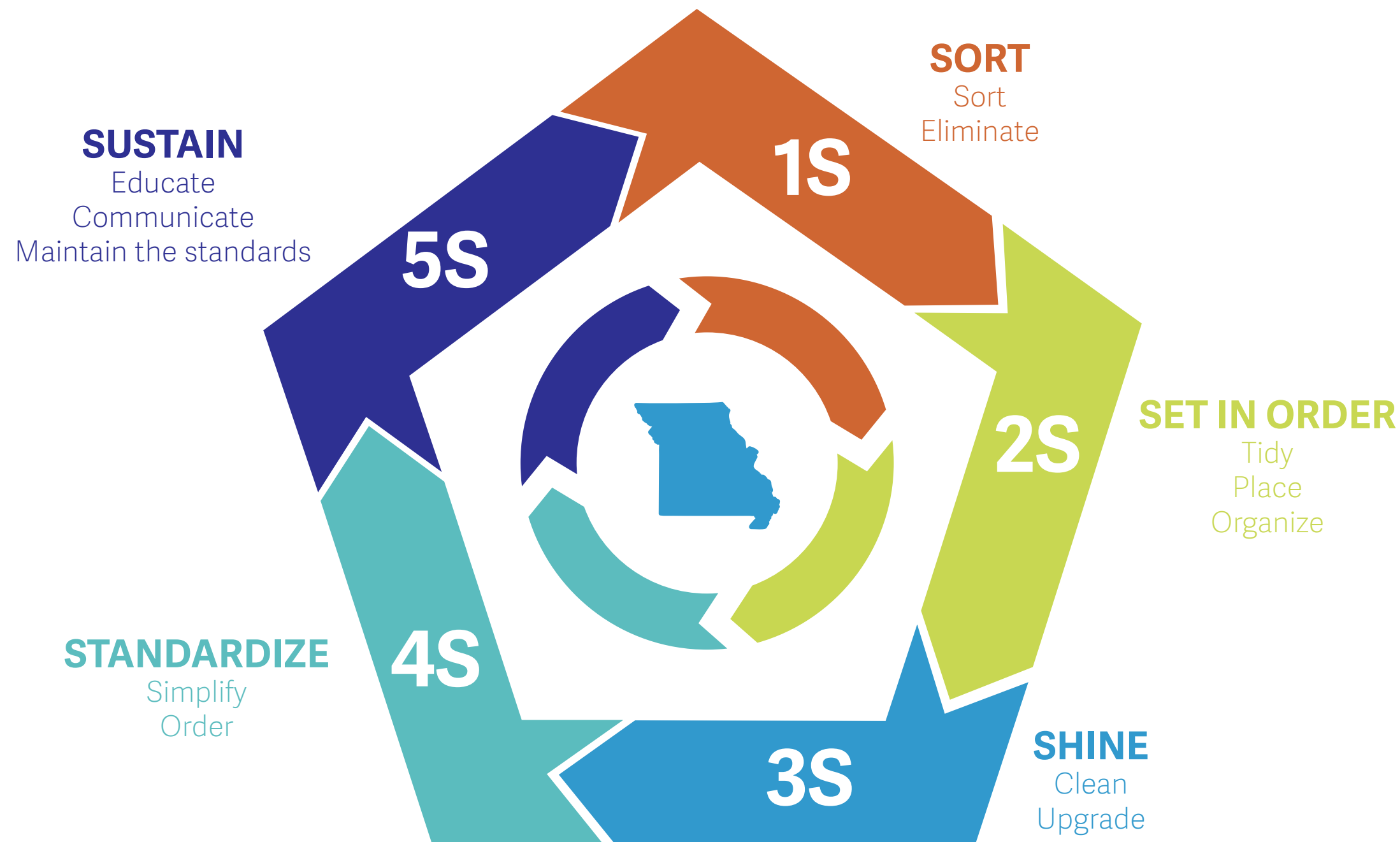


5S STEP-BY-STEP INSTRUCTIONS



HOW TO USE 5S METHODOLOGY IN 5 EASY STEPS:

1. **SORT** items in the workplace into those that are needed, and those that are not. You should do this with a team of people who use the tools and workspace regularly and will have to live with the improvements you've made.
2. **SET IN ORDER** by organizing whatever remains from the previous step. Items should be neatly arranged and identified or labeled.
3. **SHINE** by cleaning the workspace and items that were organized in the previous step. As part of this step, you should define and document what clean looks like.
4. **STANDARDIZE** the workspace by making a set of rules or procedures to keep 5S going. This could include a schedule for sorting and cleaning in the future.
5. **SUSTAIN** your 5S program. Create and implement a plan for communicating how to use the 5S system, expectations for use, and auditing to ensure things are being sustained.