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|  | **5S Sorting Guide** |  |

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| **Priority** | **Frequency of Use** | **How to Use** |
| Low | Less than once a year | Throw away |
| Once a year | Store off-site |
| Average | Once a month | Store together |
| Once a week |
| High | Once a day | Put within reach or nearby |

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| **❑ S**ORT  **❑** Remove all unnecessary materials and equipment  **❑** SET IN ORDER  **❑** Make it obvious where things belong  **❑ S**HINE  **❑** Clean everything, inside and out  **❑ S**TANDARDIZE  **❑** Establish policies and procedures to ensure 5S, including monitoring  **❑ S**USTAIN  **❑** Training, daily activities  **❑ S**AFETY  **❑** A safety commitment in all activities as well as consideration of ergonomics |

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