

# 5S

## of FalconBrush

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### The 5S System

A simple process to create a safer, cleaner and well-organised workplace through order and standardisation.

#### 1. SORT

The first step of 5S, Sort, involves going through all the tools, furniture, materials, equipment, etc. in a work area to determine what needs to be present and what can be removed.

#### 2. SET IN ORDER

Organize into designated colour coded zones. Once the extra clutter is gone, it's easier to see what's what. Now work groups can come up with their own strategies for sorting through the remaining items.

#### 3. SHINE

Carry out regular cleaning and maintenance. The Shine stage of 5S focuses on cleaning up the work area, which means sweeping, mopping, dusting, wiping down surfaces, putting tools and materials away, etc.

#### 4. STANDARDISE

Set out cleaning and maintenance procedures. Once the first three steps of 5S are completed, things should look pretty good. All the extra stuff is gone, everything is organized, spaces are cleaned, and equipment is in good working order.

#### 5. SUSTAIN

Ensure standards are followed. Sustain refers to the process of keeping 5S running smoothly, but also of keeping everyone in the organization involved.

