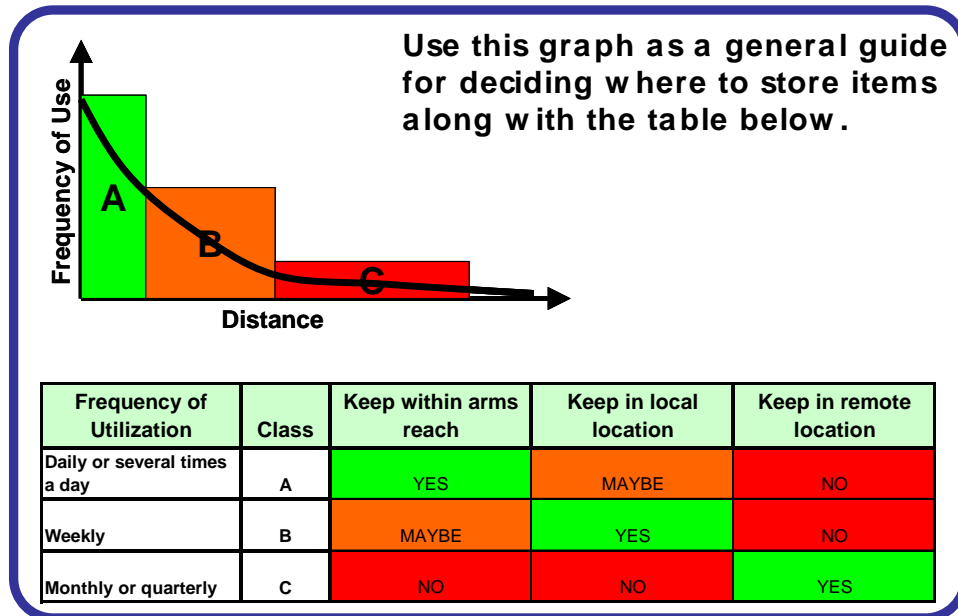


## Lean Controls

### A Method for Sorting (cont.)



After you have determined the usefulness of an item, set three classes for determining where to store an item based on the frequency of use and the distance to travel to get the item. "A" is for things which are to be kept close at hand, because the frequency of use is high. "B" is if the item is used infrequently but approximately on a weekly basis, do not put it on your work surface, rather keep in easy walking distance, i.e. on a bookshelf or in a nearby cabinet, usually in the same room you are in. For "C" items it is ok to store in a somewhat remote place, meaning a few minutes walk away.

By rigorously applying the sort action and the prescribed method, you will find that the remainder of the 5S items will be quite easy to accomplish. It is very difficult to order a large number of items in a given space and the amount of cleaning increases with the number of items. Your workplace should only contain those items needed on a daily to weekly basis to perform your job.