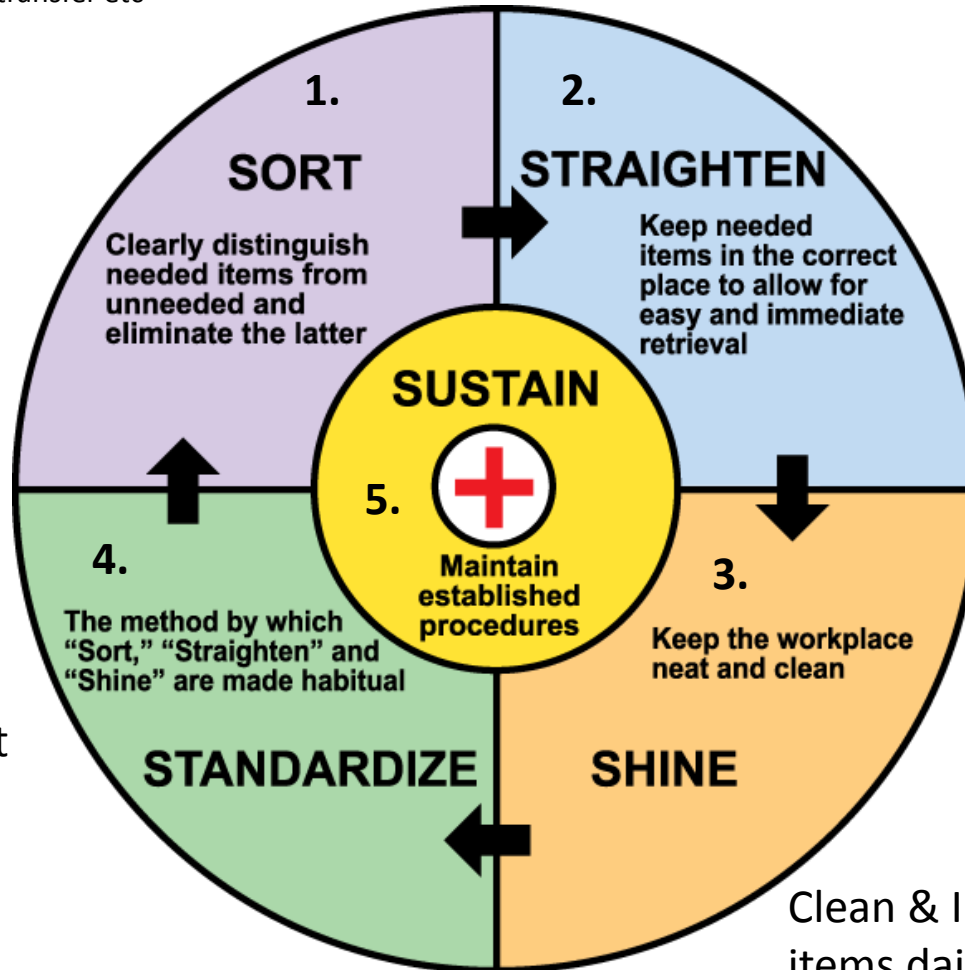


Remove all items from the area not required to do the job – **red tag** & decide whether to discard, short or long term storage, reduce inventory, sell, transfer etc

Define locations for all required items. Place things that is easily reached when needed – point of use, shortest path etc



Set up indicators that tell us what to do -
Checklists, Labelling, Arrows,

SUSTAIN – maintain practices, attitude, pride, commitment, discipline, professionalism, audit process & publish results.

Clean & Inspect all required items daily – white boards, shadow boards, assembly tables, work table, consider ergonomics & safety, electrical wiring, color coding of manufacturing space