

0 = No Compliance 1 = Very Little Compliance 2 = Some Compliance 3 = Significant Compliance 4 = Total Compliance

Determine what is needed and remove the rest.		0	1	2	3	4	Comments/Actions to be taken	
SORT	Have all the unnecessary items (tools, machines, boxes, etc.) been removed from the department?							
	Does the inventory or in-production inventory include any parts that are not required?							
	Are tools and equipment located in the most convenient location?							
	Do cupboards, storage cabinets and shelves only contain essential items?							
	Is the quarantine area properly managed? - (fully up to date?)							
Sub Total								
A place for everything and everything in its place. . . . No Searching!		0	1	2	3	4	Comments/Actions to be taken	
SET IN ORDER	Are shelves and other storage areas clearly defined with location indicators and all footprints clearly marked?							
	Are shadow boards and other storage systems used where possible?							
	Are walkways and work areas clearly defined and unobstructed?							
	Are personal belongings (coats, bags, newspapers, etc.) stored in lockers provided?							
	Safety Equipment - Is all safety equipment in place and up to date?							
Sub Total								
Cleaning and looking for ways to keep it clean.		0	1	2	3	4	Comments/Actions to be taken	
SHINE	Floors - Are they kept clean, tidy and in good state of repair?							
	Machines & Tools - Are they free from dirt, visible leaks and spillages?							
	Bins - Are they properly maintained and emptied on a regular basis?							
	Is anyone responsible for routine inspection/maintenance?							
	Do operators regularly sweep up and clean down machines and tools without being told?							
Sub Total								
Make standards obvious and maintained.		0	1	2	3	4	Comments/Actions to be taken	
Standardise	Is stock control established, obvious and in use?							
	Is everyone aware of their responsibilities and department flow with ease?							
	Is information to carry out daily work routine clear and in use?							
	Are improvement ideas being generated and regularly acted on?							
	Are the standards for the first 3S's clear and up to date?							
Sub Total								
Maintain high standards and constantly seek to improve.		0	1	2	3	4	Comments/Actions to be taken	
Sustain	Are checklists available and being used?							
	5S Board - Is this up to date and regularly reviewed?							
	Have improvement suggestions from last month been acted upon?							
	Training - Is everyone adequately trained to carry out their job role?							
	Education - Can everyone in the area explain the benefits of 5S?							
Sub Total							Score	Difference (+/-)
Q25. Education - Ask 4 employees benefits of 5S (-1 point for each person that cannot explain)								
Difference (+/-) - Compare this months score to previous month to see if improvements are being made								