



## '1 S' SEIRI: SORTING / SEGREGATION & REMOVAL



Circle	Circle #	Zonal Name	Circle leader
Qualifying Score	95	85	Before
Audit date	HOD	Div Head	After
Marks scored			Oil leaking points
Auditors sign			Product leakage
			No of Abnormality removed

Cat	Major Cat	Sr	Description	Max	Actual	Gap	Activity identified to reduce Gap	Tgt Date
A	Walking & working area segregation	1	Walking & Working definition	5				
		2	Nothing is kept in walking area (WA)	5				
		3	No oil / emulsion leak in WA	20				
		4	No Balls / Rings in WA	20				
		5	No protrusion of m/c / trolley in WA	10				
		6	No Banian waste thrown in WA	5				
		7	No damage in the corners of wall	5				
		8	No Rings / Bearings box in WA	30				
		Total (A)			100			
B	Working Area Floor	9	No oil leak in Working area floor(WAF)	20				
		10	No emulsion leak in WAF	10				
		11	No Banian waste thrown in WAF	5				
		12	No honing stone found in WAF	5				
		13	No WIP kept box in WAF	5				
		14	No Scrap kept box in WAF	5				
		15	No Rework kept in box in WAF	5				
		16	No Balls spillage in WAF	5				
		17	No Rings spillage in WAF	5				
		18	No Seals /Cage spillage in WAF	5				
		19	No machine spare in WAF	5				
		20	No trolley kept in WAF	5				
		21	No chairs kept in WAF	5				
		22	No overflowing of Rework in WAF	5				
		23	No overflowing of scrap in WAF	5				
		24	No rings / balls underneath the m/c	5				
Total (B)			100					
C	Sorting/ Segregation and removal of MUDA	25	Ident. of Transporation muda (Matl)	5				
		26	Removal of Transportation muda	15				
		27	Identification of Inventory Muda (RM, WIP, Finished, Consumables, Printers, Machines & Tools)	5				
		28	Removal of Inventory Muda	40				
		29	Identification of Emp movement muda	5				
		30	Removal of Emp. Movement Muda	15				
		31	Identification waiting for Instruction, material, tools & employee	5				
		32	Identification waiting for Instruction, material, tools & employee	15				
		33	Identification over processing muda	5				
		34	Removal of over processing muda	15				
		35	Identification of over production muda	5				
		36	Elimination of over production muda	15				
		37	Identification of Error / Defect in product, activities, process & RM	5				



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Circle	Circle #	Zonal Name	Circle leader
Qualifying Score	95	HOD 90	Div Head 85
Audit date	Last five weeks Circle Audit score (%)		Before After
Marks scored	Last three HOD Gemba Audit Date		Oil leaking points
Auditors sign	No of Abnormality removed		Product leakage

Cat	Major Cat	Sr	Description	Max	Actual	Gap	Activity identified to reduce Gap	Tgt Date
C	Sorting/ Segregation and removal of MUDA	38	Removal of Error / Defect in product, activities, process & RM	15				
		39	Identification of Wastage of Emp Skill	5				
		40	Removal of Wastage of Emp skill	10				
		41	Other variant rings not kept in WAF	10				
		42	Other variant Balls not kept in WAF	10				
		43	Other variant Brgs not kept in WAF	50				
		44	Other variant Parts not kept in WAF	10				
		45	No rings kept on machine (Exc chute)	10				
		46	No Balls kept on machine (Exc chute)	10				
		47	No Brgs kept on machine (Exc chute)	10				
		48	No Parts kept on machine (Exc chute)	10				
		49	No Consumable kept m/c (Exc Storage)	10				
		50	No other variant tools kept on m/c	10				
		51	No Banian cloth tied on machine	10				
		52	No tornout display on machine	10				
		53	No cello tape pasting on machine	10				
		54	No dirt on machine parts	10				
		55	Acrylic / Glass windows in clean condn	10				
		56	Machine parts no oil seepage	10				
		57	Machine parts no emulsion seepage	10				
		58	Machine parts no grease seepage	10				
		59	No loose trays in machine / conveyor	10				
		60	No loose chutes in machine / conveyor	10				
		61	No loose cables in machines/ conveyor	10				
		62	No loose Hoses in machine / conveyor	10				
		63	No loose motor cover in conveyor	10				
		64	No motor cover in conveyor	10				
		65	No Dirty trays in conveyors	10				
66	No Dirty structures in conveyor	10						
67	No Dirty conveyor top surface	10						
68	Product spillage in conveyor	10						
Total (C)				500				
D	Concept & Action Plan for 1S	69	Concept of 1S understood circle	10				
		70	Concept of Muda understood by circle	10				
		71	Types of Muda understood by circle	10				
		72	Muda identification understood by circle	10				
		73	Importance of muda elimination understood by circle	20				
		73	Action plan for Walking area is ready	10				
		74	Action plan for Walking Area Floor ready	10				
		73	Action plan for Muda elimination ready	10				
Total (D)				100				



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	Circle	HOD	Div Head	Last five weeks Circle Audit score (%)	
Qualifying Score	95	90	85		Before After
Audit date				Last three HOD Gemba Audit Date	
Marks scored					Product leakage
Auditors sign				No of Abnormality removed	

Cat	Major Cat	Sr	Description	Max	Actual	Gap	Activity identified to reduce Gap	Tgt Date
E	Circle members involvement	75	Circle formation completed	20				
		76	Circle member & leaders photo display	20				
		77	Circle training completion	30				
		78	Role clearly defined for all members	20				
		79	Adherence to activity at Gemba (Superv.)	50				
		80	Every day Gemba Audit by Circle leader	50				
		81	Every day 1S by all circle members	150				
		82	Every day Gemba Audit by Ch / Mgrs	60				
		83	Every week Gemba Audit by Mfg / Mgr	50				
		84	Every week Gemba Audit by Fac/Mgr	50				
Total (E)				500				
Total Audit score Total F = (A+B+C+D+E)				1300				
<b>Audit score = Actual (F) / Total (F)</b>								

SCORE SHEET	ITEM NO	1	2	3	4	5	6	TOTAL
	FULL MARKS	20	20	5	20	20	15	100
	SCORE							

### HOW TO EVALUTE

	MARKS =>		BAD	POOR	FAIR	GOOD	EXCELLENT
			0.2	0.4	0.6	0.8	1
EVALUATION LEVEL	ITEM 1 TO 5	Shopfloor	Hardly anything done	Visible/ Major points only	Areas Maintained well	Most of the points are maintained well	Satis. progress and countermeasure taken
	6	Personnel	All members are not showing interest	Only Leader is doing	Members are doing the easiest portions only	Most of the jobs are performed by members	All members responsibility is clearly defined & strictly followed

ADDITIONAL COMMENTS / SUGGESTIONS: