

		5-S CHECKLIST (PRODUCTION DEPARTMENTS)		DEPARTMENT:	
Date:			Mark details		
Score details			4 = Perfect	2 = 3 or 4 Deviations	
Previous:		/100	3 = 1 or 3 deviations	1 = 5 or 6 deviations	
Present:		/100	0 = > 6 deviations		
CHECKED BY					
Sl. No.	Name		Department	Signature	
5-S	Sl. no.	Checking item	Evaluation criteria	Marks	
				0	1 2 3 4
CLEARING UP (20)	1.	Parts or Materials	No unnecessary stock items or work-in-progress		
	2.	Machines and equipment	All machines, equipment and accessories are in regular use		
	3.	Jigs, fixtures and tools.	All jigs, fixtures, cutting tools and measuring instruments are in regular use.		
	4.	Visual Control	All unnecessary items can be distinguished at a glance from a distance.		
	5.	Standards for disposal	There are clear standards for disposal of unwanted /excess items		
ORGANIZING (20)	6.	Identification of shop bays	Each and every bay is clearly identifiable		
	7.	Labels for Racks & Shelves, identification of stored items.	All racks & shelves and items in storage are labeled clearly.		
	8.	Quantity indicators	There are clear indications of maximum and minimum stock quantities, maximum level in swart chip bin are indicated.		
	9.	Dividing lines, In and Out for machines	Dividing lines are all clear and painted yellow, In and Out marked for each machine.		
	10.	Jigs and Fixtures	Storage of jigs and fixtures is well organized for case of retrieval and replacement after use.		

CLEANING (20)	11.	Floor	The floor is clean and even	
	12.	Machines	No oil leakage from the machines and surroundings of the machines are kept clean.	
	13.	Cleaning responsibilities	Person responsible for ensuring cleanliness of common equipment is identified and is aware of his responsibilities.	
	14.	Awareness about cleanliness	Everyone in the department is aware of importance of cleanliness and practices it with respect to his surroundings and department.	
	15.	Habitual cleaning	Cleaning of the machine is treated as routine activity by everyone.	
STANDARDIZING (20)	16.	Ventililation	The air is clean and ouderless.	
	17.	Light	Intensity of illumination is adequate. Machine lamp is in working condition.	
	18.	Work clothes	Nobody is wearing dirty or oil stained work clothes, all are wearing shoes.	
	19.	Avoidance of dirt.	Emphasis is placed on avoiding the accumulation of dirt.	
	20.	The first 3 steps of 5S	There is a system for maintaining Clearing up, Organizing and Cleaning.	
TRAINING & DISCIPLINE (20)	21.	Interaction of People	There is a pleasant atmosphere and cordial relationship among people in the department	
	22.	Punctuality for meetings, coffee breaks, lunch breaks.	Every one makes an effort to be punctual.	
	23.	Telephone manners	Everyone states his business clearly, politely, and concisely.	
	24.	Rules and Procedures	All rules and procedures are strictly followed. Ex: Wearing ID badges, putting away tumblers, etc.	
	25.	Common shop equipments	They are in working condition, surroundings are maintained in clean condition, group of people not found near common equipment, etc.	