

| 5S Checklist - Lean Workplace Evaluation | | # of Deviations | | | Score |
|--|--|-----------------|---|---|-------|
| | | 5 or more | | | 0 |
| Date: _____ Sort, Set-in-Order, Shine, Standardize, Sustain | | 4 | | | 1 |
| | | 3 | | | 2 |
| | | 2 | | | 3 |
| | | 1 | | | 4 |
| | | None | | | 5 |
| Score Description: 5 = No deviations identified 4 = One deviation identified 3 = Two deviations identified 2 = Three deviations identified 1 = Four deviations identified 0 = More than four deviations identified | | Score | | | |
| Category | Item | 1 | 2 | 3 | |
| Sort (Organization) | Distinguish between what is needed and not needed | | | | |
| | Is area clear of unneeded equipment, tools, furniture, etc.? | | | | |
| | Are there unneeded items on walls, bulletin boards, etc.? | | | | |
| | Are aisles, stairways, corners, etc. clear of items? | | | | |
| | Are any unneeded inventory, supplies, parts, or materials present? | | | | |
| | Are there any safety hazards (water, oil, chemical, machines) present? | | | | |
| | Total: Sort (max. 25 points) | | | | |
| Set in Order (Orderliness) | A place for everything and everything in its place | | | | |
| | Are all equipment, instruments, tools, etc. in their correct places? | | | | |
| | Are items clearly labelled and identified in their correct location? | | | | |
| | Are aisles, workstations and equipment locations clearly marked? | | | | |
| | Are items put away immediately after use? | | | | |
| | Are visual indicators present to identify work area? | | | | |
| | Total: Set in order (max. 25 points) | | | | |
| Shine (Cleanliness) | Cleaning, and looking for ways to keep clean and organized | | | | |
| | Are floors, walls, stairs, and surfaces free of dirt, oil, and grease? | | | | |
| | Is equipment kept clean and free of dirt, grime, and dust? | | | | |
| | Are cleaning materials easily accessible? | | | | |
| | Are lines, labels, signs, etc. clean and unbroken? | | | | |
| | Are trash containers emptied on a regular basis? | | | | |
| | Total: Shine (max. 25 points) | | | | |
| Standardize (Adherence) | Maintain and monitor the first three categories | | | | |
| | Can the employee explain the value of 5S? | | | | |
| | Are Standard Operating Procedures (SOP) known and visible? | | | | |
| | Are there checklists for all cleaning and maintenance jobs? | | | | |
| | Is the display board up to date? | | | | |
| | How many items can't be located in 30 seconds? | | | | |
| | Total: Standardize (max. 25 points) | | | | |
| Sustain (Self-discipline) | Stick to the rules | | | | |
| | How many workers have not yet had 5S training ? | | | | |
| | Are 5S inspections performed on a daily basis? | | | | |
| | Is everyone's role clearly defined and are skills up-to-date? | | | | |
| | Are KPIs (Key Performance Indicators) displayed for all to see? | | | | |
| | When was last 5S audit performed (at least every two months)? | | | | |
| | Total: Sustain (max. 25 points) | | | | |

Total Score for 5S (max. 125 points)

Interpretation of Total Score:
100 - 125 Outstanding! Strong 5S culture already in place
75 - 99 Solid 5S implementation but with room for improvement



110 Emerson Place,
 Brooklyn, NY 11205
 t: 718.399.3333
 e: sales@sfsupplies.com
 w: sfsupplies.com

THE FASTEST DELIVERY IN THE INDUSTRY
 AWNINGS / SIGNS / WIDE FORMAT PRINTING