



5S Manufacturing Assessment

Work Area:

Key:

Use sheet to rate work area 5 times (note each date)
 1 = "non-existent", - 3 = "average" and 5 = "excellent"

5S Phase	Definition	Standards To Be Met	Ratings					Next Steps
<i>Date of Assessment</i>			4/10	5/12	6/9			
Sort (Seiri)	The right materials are available and anything unnecessary is removed	- Unused parts, tools and equipment removed						
		- There is nothing in the hallways impeding flow						
		- There is no excess inventory being stowed away						
		- There is no out of date signage on the walls						
		- Shelving has clear labels or pictures for parts						

Set in Order (Seiton)	There is place for everything and everything is in its place	- Floors are taped to indicate equipment locations						
		- Tool locations are marked or shadow-boarded						
		- Things are not put down, they are put away						
Shine (Seiso)	Everything is clean and in working order	- All equipment is clean and painted to show leaks						
		- Cables are bundled and there are no loose wires						
		- Cleaning tools and supplies are readily available						
		- All surfaces are dirt and grime free						

Standardize (Seiketsu)	Guidelines and practices are established to maintain first three steps	- 5S activities and locations are clearly outlined						
		- Audit forms and checklists are being used						
		- There is a 5S schedule & responsibilities are clear						
		- Quantities and limits are clearly marked						
Sustain (Shitsuke)	5S is a habit that people incorporate into their daily practice	- Leadership enforces daily 5S habits						
		- There is accountability for ongoing 5S practice						
		- 5S results are prominently displayed						

		- Employees are 5S-trained and recognized						
		Total Score	0	0	0	0	0	