

5 "S" IMPROVEMENTS

IMPROVEMENT EVENT / LEAN MANUFACTURING ACTIVITY

ACTIVITY / AREA: _____

EVALUATOR: _____

ITEM	DESCRIPTION	EVALUATION AND SCORING CRITERIA	ITEM BASELINE SCORE (0-5)	NOTES FOR IMPROVEMENTS	ITEM SCORE AFTER IMPROVEMENT (0-5)
Step 1: SORT					
1	Furniture & Storage Areas	All furniture and material handling equipment not necessary for performing work is removed from the workplace.			
2	Equipment	All equipment not necessary for the performing of work is removed from the workplace. Equipment used only occasionally is stored nearby and tagged with last usage date.			
3	Tools	All tools not necessary for performing work are removed from the workplace. Tools used only occasionally are stored nearby and tagged with last usage date.			
4	Documents & Boards	There are no obsolete, outdated or unused specifications and/or other documentation in the area. Bulletin boards are purged of out-of-date material.			
5	Work-In-Process	Work-in-process is limited to one day's (or shift's) work or less. (One piece of work at each workstation would result in a score of 5). Hardware or other materials are limited to those needed to complete the current work in the area.			
		SORT AVERAGE (Sub-total/5)			

NOTE: THE RATING SCALE (0-5) Poor=0, Slight Effort=1, Squeaks by=2, Satisfactory=3, Above Average=4, World Class (Outstanding)=5

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Step 2: STRAIGHTEN					
6	Furniture & Storage Areas	Shelves, Cabinets, files, etc. are clearly labeled. There is a place for everything and everything is in its place. Boxes, containers and material are always neat, at right angles and not topping over.			
7	Equipment	All equipment is labeled and has clear operating instructions attached. All moveable equipment has a designated, marked storage area (usually tape or paint on the floor or bench). Nothing is placed on top of machines, cabinets or equipment.			
8	Tools	A place is clearly marked and conveniently located for every tool needed to do the job. (Hand tools, fixtures, templates, gauges, dies, paper forms, catalogs, files, etc.).			
9	Documents & Boards	Documents are arranged in an organized manner, Information on bulletin boards are neat and orderly. Document binders and bulletin boards are labeled clearly as to contents.			
10	Floors & Aisles	Aisles are clearly designated. Floors are marked with areas for incoming and outgoing material. In an office, bins or boxes are clearly marked for incoming and outgoing material. Aisles are free of material and obstructions, nothing is on the lines.			
		STRAIGHTEN AVERAGE (Sub-total/5)			
NOTE: THE RATING SCALE (0-5) Poor=0, Slight Effort=1, Squeaks by=2, Satisfactory=3, Above Average=4, World Class (Outstanding)=5					

Baseline Date: _____

Improvement Date: _____

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ITEM	DESCRIPTION	EVALUATION AND SCORING CRITERIA	ITEM BASELINE SCORE (0-5)	NOTES FOR IMPROVEMENTS	ITEM SCORE AFTER IMPROVEMENT (0-5)
Step 3: SWEEP					
11	Furniture & Storage Areas	All furniture is in good condition, painted and kept clean. Shelves are kept spotless.			
12	Equipment	All machines and equipment are painted and kept clean. Glass, windows and work surfaces are polished. Guards and deflectors are used to keep chips and oil from falling to the floor.			
13	Tools	Tools and fixtures are cleaned before being replaced to proper location.			
14	Floors, Aisles & Ceilings	All floors, walls and ceilings are clean and free of debris, oil and dirt.			
15	Cleaning Equipment	All necessary cleaning equipment is available in the work area. It is stored in a neat manner and easily accessible when needed.			
SWEEP AVERAGE (Sub-total/5)					

NOTE: THE RATING SCALE (0-5) Poor=0, Slight Effort=1, Squeaks by=2, Satisfactory=3, Above Average=4, World Class (Outstanding)=5

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Step 4: SCHEDULE					
16	Sort	There is a periodic schedule / methodology to maintain <i>SORT</i> and to re-evaluate which items are necessary to keep in the work area.			
17	Straighten	There is a method of assigning responsibility to people for the review and reorganization of the work area as required.			
18	Sweep	There is a schedule of who is responsible to clean the area posted and maintained.			
19	Documents & Boards	There is clearly assigned responsibility for updating documents and displays on bulletin boards.			
		SCHEDULE AVERAGE (Sub-total/4)			
NOTE: THE RATING SCALE (0-5) Poor=0, Slight Effort=1, Squeaks by=2, Satisfactory=3, Above Average=4, World Class (Outstanding)=5					

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Step 5: SUSTAIN					
20	Furniture & Storage Areas	There is a periodic evaluation to check whether people are keeping items in their proper place and are following the sort, straighten and sweep schedules.			
21	Commitment	People in the area are committed to maintaining the highest 5 "S" standards. They are disciplined in their use of equipment, tools and supplies in the are. They create new visual controls and initiate activities to improve the area.			
		SUSTAIN AVERAGE (Sub-total/2)			
		5 "S" AVERAGE (Sub-total Averages/5)			
NOTE: THE RATING SCALE (0-5) Poor=0, Slight Effort=1, Squeaks by=2, Satisfactory=3, Above Average=4, World Class (Outstanding)=5					