5s Checklist

Sort –

- Start in one area, then sort through everything
- Discuss removal of items with all persons involved
- Use decontamination/ environmental/safety procedures
- Items that cannot be removed immediately should be tagged data
  - Identify potential unneeded items
    - Is this item needed?
    - If it is needed, is it needed in this quantity?
    - If it is needed, does it need to be located here?
  - Place “Red-Tags” on those items that are not needed
  - Evaluate and deal with unneeded items
    - Move unneeded items to a red tag holding area for a period of time – this area must be created
    - Dispose of immediately – Sell, Relocate, Throw Away

Store –

- Keep things used together - kept together
- Use labels, tape, floor markings, signs, shadow outlines.
- Sharable items keep at central location (eliminate excess, equal access)
- Set Limits
– Draw a 5-S map showing the best location for files, office equipment, and materials based on frequency of use
  – Store items together if they are used together and store them in the sequence they are used.
  – Store infrequently used items away from the point of use
– Make a place for everything using:
  – Borders – Sets boundaries, areas
  – Home Addresses – Tells what item belongs inside the border
  – Labels – Tells what the item is and where it belongs
– Remember to use the Principles of Motion Economy
  – Keep body motion to a minimum
  – Keeps frequently used materials close at hand
  – Arranges material and office equipment in order of use
  – Work at the proper ergonomic height: typically 37”- 44”
  – Locate materials so they are easy to pickup
Shine –
  – “Everything in its place” makes time available for cleaning
  – Identify individual responsibilities for cleaning--eliminate “no man’s land”.
  - Cleaning the work area is like bathing. It relieves stress and strain, removes sweat and dirt, and prepares the body for the next day
  - Determine the shine targets – what are we going to clean?
  - Set a schedule and assign ownership of tasks to individuals
  - Create procedures for continued daily shine processes
  - Set periodic equipment inspection and maintenance targets

Standardize –
• We must keep the work place neat enough for visual identifiers to be effective in uncovering hidden problems

• Develop a system that will enable anyone in the workplace to see problems when they occur

• “Local” inventories of what is retained

• Without standardized cleanup, improvements made in the first 3S’s will go back to the way they were.

• Create Five S Agreements
  • Document the procedures and guidelines for sorting, simplifying and organizing
    • Visual controls guidelines
    • Item quantity requirements
  • Document the schedule in which they are to be completed and reviewed
    • Housekeeping standards
    • Workplace arrangement methods

• Document Work Processes
  • Document all steps in each process at the workplace
  • Document operating procedures and directives
  • Document all job aids (user guides, reference materials, troubleshooting guides)

Sustain –
  – Develop schedules, check lists.
  – Bad habits are hard to break.
  – Commitment and discipline toward housekeeping is essential in taking the first step in being World Class

  – Create Five S audit form and results presentation tool
    – Make it a structured tool to be used facility-wide (audit form, “radar” chart)
– Establish periodic audit cycle
  – Minimum of weekly for area supervision, monthly for management
  – Participation of Management in reviewing and using Sustain Checklists is Critical for success of Five S
– Establish checklist for visitors to review
  – Remember, with Five S ANYONE should be able to discern between normal and abnormal conditions
– Celebrate improvement and schedule time to improve
  – Keep everyone aware of Five S and its benefits by giving recognition where it is due
  – Make time each week to brainstorm and implement improvement suggestions