

5S EVALUATION FORM

Location:

Date:

5S Evaluation Form	Sort	Straighten	Shine	Standardize	Sustain
Level 5 Habit	<p>Needed items can be retrieved in 30 seconds or less.</p> <p>Preventative measures are in place to keep unneeded items from entering the area.</p> <div style="text-align: right;"></div>	<p>Anyone can walk into the work area and easily locate jobs by priority.</p> <p>A Continuous Improvement system is in place for improving work area organization.</p> <div style="text-align: right;"></div>	<p>A Continuous Improvement system is in place for improving housekeeping.</p> <div style="text-align: right;"></div>	<p>Possible for visitors to tell what work is performed and where in all cases.</p> <p>A Continuous Improvement system is in place for improving work methods and work area controls.</p> <div style="text-align: right;"></div>	<p>Planning occurs to reach next 5S levels.</p> <p>Information on the area information board influences the daily decisions of the work area.</p> <p>Root causes of problems are eliminated and actions focus on preventative methods.</p> <div style="text-align: right;"></div>
Level 4 Commitment	<p>Needed items are sorted by priority.</p> <p>Materials, tooling, files and reports are routinely reviewed for necessity.</p> <div style="text-align: right;"></div>	<p>Team members can easily determine what items are currently in-use and their priority.</p> <p>Visual controls are in place to indicate normal / abnormal job conditions.</p> <div style="text-align: right;"></div>	<p>Work area housekeeping responsibilities are established and being followed on a scheduled.</p> <p>Cleaning materials are stored in the area and are readily available.</p> <div style="text-align: right;"></div>	<p>Team is utilizing work methods and work area controls on a daily basis.</p> <p>Possible for visitors to tell what type of work is performed and where in most cases.</p> <div style="text-align: right;"></div>	<p>Team routinely checks area 5S's.</p> <p>The area information board used daily.</p> <p>Source and frequency of problems are documented and corrective actions taken.</p> <div style="text-align: right;"></div>
Level 3 Organization Understanding	<p>Needed items are only stored where they are used.</p> <p>Needed items are stored in an orderly manner.</p> <div style="text-align: right;"></div>	<p>Needed items have designated locations.</p> <p>A priority system has been established to identify the order in which jobs will be performed.</p> <div style="text-align: right;"></div>	<p>Cleanliness problems have been identified and preventative measures are in place.</p> <div style="text-align: right;"></div>	<p>Team has documented needed items, work methods, and work area controls and they are available in the work area.</p> <p>Possible for visitors to tell what type of work is performed and where in some cases.</p> <div style="text-align: right;"></div>	<p>All team members have knowledge of 5S's.</p> <p>Information on the area information board is meaningful to the work area.</p> <div style="text-align: right;"></div>
Level 2 Awareness of Need	<p>All unneeded items removed.</p> <p>Nothing on top of machines, cabinets, etc.</p> <div style="text-align: right;"></div>	<p>Needed items are organized according to use.</p> <p>Incoming and outgoing job areas are clearly designated and utilized.</p> <div style="text-align: right;"></div>	<p>Initial cleaning has been performed.</p> <p>All machines and equipment are neatly painted.</p> <div style="text-align: right;"></div>	<p>Team has agreed on needed items, work methods, and work area controls.</p> <p>Hard for visitors to tell what type of work is performed and where, but employees generally know.</p> <div style="text-align: right;"></div>	<p>Team is employing some aspects of 5S.</p> <p>Area information board is present, visible, and maintained.</p> <div style="text-align: right;"></div>
Level 1 Initial Effort	<p>All unneeded items identified.</p> <div style="text-align: right;"></div>	<p>All needed items are present in the work area.</p> <p>Aisles and walkways are clearly marked and unobstructed.</p> <div style="text-align: right;"></div>	<p>Area cleaning is performed on a random basis.</p> <div style="text-align: right;"></div>	<p>Work methods are documented in some cases.</p> <div style="text-align: right;"></div>	<p>Some team members have knowledge of 5S's.</p> <div style="text-align: right;"></div>
<p>Overall Score = (Sum of Totals divided by 5)</p>	Total =	Total =	Total =	Total =	Total =