

5 S Checklist - Workplace Evaluation

STRATA

Stand Safe
Work Comfortably

Area	<input type="text"/>	Start date	<input type="text"/>
Person responsible	<input type="text"/>	End date	<input type="text"/>

Category	Item	Nothing in place - Urgent action need	In place but needs work	Fully 5S compliant - Well done!
Sort Keep only what is needed; remove what is not needed	Unnecessary items are removed from the work area			
	All machines and pieces of equipment are in regular use			
	Storage area is defined to store items not used regularly			
	Standards for eliminating unnecessary items are being followed			
	Spills and safety hazards are removed and safely disposed of			
Set in Order Arrange essential items for easy access	Locations of tools and equipment are clear and well organized			
	Locations of materials and products are clear and well organized			
	Labels exist to indicate items to enabling immediate location			
	Evidence of inventory control (i.e. Kanban cards, min./max.)			
	Zones are designated with floor markings			
	Safety equipment and supplies are clear and in good condition			
Shine Keep areas clean and tidy	Floors, walls and ceilings are in good condition and free from dirt			
	Cabinets, shelves, machines, equipment and tools are kept clean			
	Lighting is enough and all lighting is free from dust			
	Good movement of air exists, so the spread of viruses is eliminated			
	Effective pest control exists - monitoring is in place to ensure results			
	Cleaning tools are accessible and cleaning assignments are defined			
Standardize Maintain and improve standards and guidelines	Information displays, signs and colour coding are known and established			
	Procedures for maintaining the first three S's are being displayed			
	5S checklists, schedules and routines are defined and being used			
	Everyone knows his responsibilities, when and how			
	The correct and safe method and tool is used at the right time?			
	How many essential items can't be located in 30 seconds?			
Sustain Adhere to the established standards	Everything in the correct place - the system looks after itself even at peak			
	5S seems to be the way of life rather than just a routine			
	Continuous improvement is taken on by all staff at all levels			
	Success stories are being displayed (i.e. before and after pictures)			
	Rewards and recognition is part of the 5S system			