

Improve 3 - 5S

Japanese	Translated	English	Definition
<i>Seiri</i>	organize	sort	Eliminate whatever is not needed by separating needed tools, parts, and instructions from unneeded materials.
<i>Seiton</i>	orderliness	set in order	Organize whatever remains by neatly arranging and identifying parts and tools for ease of use.
<i>Seiso</i>	cleanliness	shine	Clean the work area by conducting a cleanup campaign.
<i>Seiketsu</i>	standardize	standardize	Schedule regular cleaning and maintenance by conducting seiri, seiton, and seiso daily.
<i>Shitsuke</i>	discipline	sustain	Make 5S a way of life by forming the habit of always following the first four S's.

- A process and method for creating and maintaining an organized, clean, safe, and high-performance work area
- An approach to establishing standards and an environment that will help **identify normal vs. abnormal conditions.**
- A conditioning discipline for lean transformation

- Improved safety
- Higher equipment availability
- Lower defect rates
- Reduced costs
- Increased production agility and flexibility
- Improved employee morale
- Better asset utilization
- Enhanced enterprise image to customers, suppliers, employees, and management



The 5S's

Sort

- Separate what is needed now from what is not needed immediately, or not at all

Set in Order

- Organize and arrange what you need

Shine

- Keep the area clean
- Inspect equipment
- Develop ways to keep area clean

Standardize

- Standardize workstations and processes to remove variation and maintain safety and quality

Sustain

- Sustain 5S through leadership & teaming



- Nothing extra or unneeded in work area
- A place for everything and everything in its place
- Wall to wall clean workplace
- Waste and abnormalities immediately recognizable
- Equipment *Ready to Run* at all times
- Anyone can retrieve information in 30 seconds or less
- Work standards are easily understood & visually clear
- Performance goals and levels of performance are apparent
- Product and material flow is clearly visible
- Zero defects are the normal condition
- No unsafe condition or behavior in the work place

MFF TOOL STATION 1

Please return equipment after use



CLEANING STATION

Please clean
equipment
before returning
to its location



- Conduct regular audits of all work areas
- Score the level of safety, cleanliness & organization in work areas
- Provide input on where improvement opportunities exist
- Clarify what the company 6S standards are to the teams
- Monitor the team's progress on recommended improvement opportunities
- Notify management if issues are not corrected
- Inform management when teams deserve recognition

5S Production Area Audit

Location: _____
Date: _____
Scored by: _____

Score

0
No activity

1
Minimal effort/awareness

2
Significant effort/awareness

3
Minor improvements required

4
"Work Clean"

Score

0

1

2

3

4

Score

0

1

2

3

4

Check Item	Description	Score	Comments
SORT	1 Materials & Parts	1	Eliminate Unnecessary Items No unnecessary inventory, obsolete or defective items in the area.
	2 WIP	1	Items are properly labeled and placed in clearly marked containers.
	3 Machines, Tools, Benches, Cabinets & Furniture	1	Only necessary machines, tools, work benches, and furniture are located in the area. Unnecessary items are labeled with a Red Tag and moved to the designated Red Tag Area. Storage cabinets contain only necessary items.
	4 Tools & Fixtures	1	All tools and fixtures in the area are used on a daily basis. Anything that is used less frequently are stored out of the way.
	5 Organization	1	Work surfaces and storage areas do not have items in or on them that do not belong. Personal items are not in production areas. Inspection area is free of clutter.
SET IN ORDER	6 Aisles, Walkways & Floor Markings	1	Organize what remains Lines on the floor are unobstructed and clearly mark aisles, work areas, storage locations, equipment locations, and danger areas.
	7 Documentation & Visual Signals	1	Documents applicable to the work being performed in the area are maintained or exhibited in a neat and orderly manner.
	8 Visual Displays & Storage	1	Items are properly arranged, divided, and labeled such that it is obvious where items are stored and if an item is missing. Items are kept clean and the risk of damage is eliminated.
	9 Electrical Wiring	1	Electrical wiring is free of defects. Unused wiring such as extension cords is bundled in a safe and organized manner.
	10 Floors & Working Surfaces	1	Storage of items on the floor, on top of cabinets, or leaning against walls is minimized. Items stored on floor are clearly indicated with floor markings and labeling.
SHINE	11 Floors & Lines	1	Clean Work Area & Production Area All walls, ceilings and floors are clean and free of debris, oil, and dirt. Cleaning is done at appropriate predetermined intervals. Aisleways are clear. Floor paint and line markings are clean, intact and color coded.
	12 Restrooms, Break Room, Gathering Areas	1	All employee use areas are cleaned daily. Surfaces, sinks and equipment are in good working order and self-maintained throughout the day. Use of hand sanitizer is encouraged and clean up supplies convenient.
	13 Machines, Equipment & Benches	1	Regular cleaning of machines, equipment, and work benches is assigned. Oil, dirt, and debris is properly contained and absent on work surfaces. Guard view windows, guards, and deflection are clean & in place.
	14 Machine Condition & Lighting	1	Painted surfaces on equipment and work areas are in good condition and free of damage, scratches and fading. Equipment markings are clear and legible. Machine colors are uniform. Lighting is sufficient and properly illuminates the entire work area.
	STANDARDIZE	15 Daily 6S Checklist	1
16 Document Control & Signage		1	All documents and binders are clearly labeled indicating their contents. All posted documents are authorized and appropriate. Area Production Review files are consistent and documents are current.
17 Training		1	Employees in the area have received 6S training. 6S supplies (e.g. tags, labeling equipment, foam) are readily available for employees use.
18 6S Finding Close Out		1	Maintain All Improvements Area 6S checklists have been completed at specified intervals. An action plan is in place for previously identified issues. Repeat issues are denoted.
19 Leadership Engagement		1	All areas inside and outside of the site have been assigned to an individual with 6S auditing and assignment authority. The area manager visits each work area on a regular basis and provides feedback on 6S efforts and results.
SAFETY	20 Best Practice Sharing	1	Success stories are displayed. Team has adopted one new idea/idea presented one improvement idea to another area in the past month.
	21 PPE	1	Create a Safe Work Environment Area specific PPE notices are posted and legible in every area and supplies are readily available to employees. All employees are wearing the required PPE.
	22 Machine Guarding & PM	1	Safety devices are clearly marked and in proper working order. Machine guards are undamaged and unapproved alterations have not occurred. Daily pre-use checks are completed.
	23 Emergency Access & Egress	1	Emergency access and egress routes are clearly marked, highly visible and unobstructed. Exit signs and emergency lights are functional and tested both at specified intervals and on a random basis.
	24 Safety Equipment	1	All fire extinguishers, eye washes and AEDs are visible, unobstructed, and are inspected on a regular basis (monthly at a minimum). Every employee can quickly identify the location of the nearest device.
25 Chemicals & Waste Management	1	Chemicals are properly labelled and stored and a Safety Data Sheet is available for each chemical. Waste collection areas are clearly labeled and maintained consistently.	
OVERALL SCORE		25	

The Scoring Questions

5S Production Area Audit - Results

Location: _____
Date: _____
Scored by: _____

Total Audit Score

25

Audit Grade

D

Category	Max Score	Audit Score	Audit Percent
Sort	20	5	25%
Set in Order	20	5	25%
Shine	16	4	25%
Standardize	12	3	25%
Sustain	12	3	25%
Safety	20	5	25%

Audit Score Distribution

The Results Sheet

Improvement Suggestion #1

(Suggestion should be practical and typically achievable within 1-2 weeks)

Improvement Suggestion #2

(Suggestion should be practical and typically achievable within 1-2 weeks)

Improvement Suggestion #3

(Suggestion should be practical and typically achievable within 1-2 weeks)





“without standards, change would amount to little more than trial and error”

Spear and Bowen