

5 MINUTE 5S



The 5 Minute 5S is a simple check completed daily towards the end of the shift to ensure the new standards are taking hold and everyone understands them.

It is very important that everyone gets involved to create accountability.

Steps:

- Hang a picture of the perfect state in the work area
- Hang a daily schedule that includes all the people who work in that area to check the standard at the end of each shift
- One person checks the area each day. If it matches the photo, they put a check mark. If something is out of place they must put it back in place and indicate what it was on the check sheet
- Once the team reaches 90% compliancy, they may move to weekly checking

If the same thing is always out of place, it is more than likely in the wrong place, so make the necessary change.

Example:

