

5S FACILITATION LIST



This tool is for use during a 5S improvement. It provides a guide through the steps of 5S and can be used as a checklist as the team goes through the various tasks.

<p>Sort</p>	<ul style="list-style-type: none"> • For everything in this area, are we going to: <ul style="list-style-type: none"> ○ Keep it? ○ Discard it? (responsibly) ○ Put it in the red tag area? • Have we created a red tag area yet? • After 3-4 weeks of red tag use: have we discarded the items that were not used in the red tag area? • Can we justify why we are keeping this item?
<p>Set in Order</p>	<ul style="list-style-type: none"> • Are all these supplies, equipment and items in a location that makes sense? • What should be stored here, but is not? • Does the location of supplies promote good workflow? • For the supplies that are here, is the quantity appropriate? (Ideally, one shift or one day's worth) • Can I access every supply without having to move something in front or on top of it? • For the supplies that I use most often, are they closest to me? (Within arm's reach) • Are the supplies arranged according to a "logical" scheme that even if they were not labelled? • Is the target or threshold quantity (MIN or MAX) identified? • Is there information stored with or near the supply that tells me what to do (for every work shift) if supplies are low?
<p>Shine</p>	<ul style="list-style-type: none"> • Have we created a daily schedule so that everything is cleaned up and put in place at the end of each shift / day? • Are all staff aware of the daily schedule? • Are all staff aware of the 5S methods we are using?
<p>Standardize</p>	<ul style="list-style-type: none"> • Do all areas have standardized use of colour schemes / visual cues for the same equipment, supplies, etc.? • Have we begun educating other areas and/or sites of our organization on 5S and shown them how we do our visual management?
<p>Sustain</p>	<ul style="list-style-type: none"> • Have we created a 5-minute 5S audit sheet? • Who is responsible for audits on a daily, weekly, and monthly basis? • Do we have an area where staff can recommend further improvements to our visual management?