

**5 S EVALUATION AND**

**IMPROVEMENT WORKSHEET**

**Evaluator Name(s):**

**Name of WORKAREA:**

Scoring: 0= No problems 1= One to two problems 2= More than two problems

**Sort (Organization):** Distinguish between what is needed & not needed

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|  | **Before** | **After** |
| Have all unnecessary items been removed? |  |  |
| Are walkways, work areas, locations clearly identified? |  |  |
| Does a procedure exist for removing unneeded items? |  |  |

**Straighten (Orderliness):** A place for everything and everything in its place

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|  | **Before** | **After** |
| Is there a place for everything? |  |  |
| Is everything in its place? |  |  |
| Are locations obvious and easy to identify? |  |  |

**Shine (Cleanliness):** Cleaning and looking for ways to keep it clean

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|  | **Before** | **After** |
| Are work areas, equipment, tools, desks clean and free of debris, etc.? |  |  |
| Are cleaning materials available and accessible? |  |  |
| Are all aisle markings, location indicators, etc., clean & unbroken? |  |  |
| Cleaning schedules exist and are posted? |  |  |

**Standardize (Adherence):** Maintain & Monitor for adherence

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|  | **Before** | **After** |
| Is all necessary information visible?  |  |  |
| Are all standards known and visible? |  |  |
| Are all visual displays current and up to date? |  |  |
| Is there adherence to existing standards? |  |  |

**Sustain (Self-Discipline):** Following the rules to sustain

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|  | **Before** | **After** |
| Are procedures being followed? |  |  |
| Does an on-going audit and feedback system exist? |  |  |
| Does a system exist to respond to audit feedback? |  |  |

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| **Total Score** |  |