



# 5S Tool

Here is a tool for your improvement team to use during a 5S improvement. It will guide you through the steps of 5S and you can use it like a checklist as you go down through the various tasks.

Sort	<ul style="list-style-type: none"> <li>✓ for everything in this area, are we going to: <ul style="list-style-type: none"> <li>a) keep it?</li> <li>b) discard it? (responsibly)</li> <li>c) put it in the red tag area?</li> </ul> </li> <li>✓ have we created a red tag area yet? <ul style="list-style-type: none"> <li>* after 3-4 weeks of red tag use: have we discarded the items that were not used in the red tag area?</li> <li>* can we justify why we are keeping this item?</li> </ul> </li> </ul>
Set in Order	<ul style="list-style-type: none"> <li>✓ are all these supplies, equipment and items in a location that makes sense?</li> <li>✓ what should be stored here, but is not?</li> <li>✓ does the location of supplies promote good workflow?</li> <li>✓ for the supplies that are here, is the quantity appropriate? (ideally, one shift or one day's worth)</li> <li>✓ are the different supplies sufficiently segregated with partitions or containers so they don't "jumble together"?</li> <li>✓ can I access every supply without having to move something in front or on top of it?</li> <li>✓ for the supplies that I use most often, are they closest to me? (within arm's reach)</li> <li>✓ are the supplies arranged according to a "logical" scheme that even if they were not labelled, I could still understand the arrangement?</li> <li>✓ is the target or threshold quantity (MIN or MAX) identified?</li> <li>✓ is there information stored with or near the supply that tells me what to do (for every work shift) if supplies are low?</li> <li>✓ is an escalation process defined that tells me what to do if I cannot reach someone who can replenish my supply?</li> </ul>
Shine	<ul style="list-style-type: none"> <li>✓ have we created a daily schedule so that everything is cleaned up and put in place at the end of each shift / day?</li> <li>✓ are all staff aware of the daily schedule?</li> <li>✓ are all staff aware of the 5S methods we are using?</li> </ul>
Standardize	<ul style="list-style-type: none"> <li>✓ do all areas have standardized use of colour schemes / visual cues for the same equipment, supplies, etc?</li> <li>✓ have we begun educating other areas of our organization on 5S and shown them how we do our visual management?</li> </ul>
Sustain	<ul style="list-style-type: none"> <li>✓ have we created a 5-minute 5S audit sheet? <ul style="list-style-type: none"> <li>* who is responsible for audits on a daily, weekly, and monthly basis</li> </ul> </li> <li>✓ do we have an area where staff can recommend further improvements to our visual management?</li> </ul>