

# Understanding the 5S System

5S is a system for organizing spaces in a way that allows work to be performed efficiently, effectively, and safely. The system focuses on putting everything where it belongs and keeping the workplace clean. This makes it easier for people to do their jobs without wasting time or risking injury.

Use the guide below to see if you are "meeting" or "missing" your 5S targets

## Sort “Self-Audit”

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**Goal of “SORT”:** The right materials are available and anything unnecessary is removed.

1. No unused items or equipment are stored in the area.	Meet	Miss
2. There are no out of date signs/posters on the walls.	Meet	Miss
3. Excess supplies are reallocated or sold or discarded.	Meet	Miss
4. In doubt items are placed and red-tagged.	Meet	Miss
5. Red tag area is purged once a quarter.	Meet	Miss

## Set in order “Self-Audit”

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**Goal of “Set in Order”:** There is a place for everything and everything is in its place.

1. It’s clear where items belong.	Meet	Miss
2. Things are easy to find and not hidden.	Meet	Miss
3. Signage is current, clear and large enough to read from a distance.	Meet	Miss
4. Equipment and supply areas are clearly labelled.	Meet	Miss
5. Safety equipment is in designated location and functional.	Meet	Miss

## Shine “Self-Audit”

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Goal of “Shine”: Everything is clean and in working order.

1. PM’s are scheduled and monitored for compliance.	Meet	Miss
2. Licenses, Safety Inspections, and registrations are renewed.	Meet	Miss
3. Employees have access to the tools and equipment they need.	Meet	Miss
4. Work area has a regular cleaning schedule.	Meet	Miss
5. Work area is free of excess mud/dirt, dust and debris.	Meet	Miss
6. Employees keep their equipment orderly, clean and in working order.	Meet	Miss
7. Min/Max quantities and limits are clearly marked (where appropriate)	Meet	Miss

## Standardize “Self-Audit”

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Goal of “Standardize”: Guidelines and practices are established to maintain the first three steps.

1. 5S activities and locations are clearly outlined.	Meet	Miss
2. 5S results clearly posted and checked off on a schedule.	Meet	Miss
3. Standard Work is in place and visible.	Meet	Miss
4. Min/Max quantities are maintained.	Meet	Miss

## Sustain “Self-Audit”

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Goal of “Sustain”: 5S is a habit that people incorporate into their daily practices.

1. All employees have had 5S training.	Meet	Miss
2. Visual aids have been posted to encourage a sustainable 5S effort.	Meet	Miss
3. There is accountability for ongoing 5S practices.	Meet	Miss
4. Employees are recognized for 5S practices.	Meet	Miss
5. Employees share best practices with each other.	Meet	Miss
6. Leadership enforces 5S habits.	Meet	Miss
7. 5S Audits are prominently displayed.	Meet	Miss