

Work Area:			Scoring Criteria: 1 = Poor, 3 = Average, 5 = Excellent					
Category	Definition	Standards	Score				OFI	
			Date of Assessment					
Sort	Necessary material available and unnecessary material removed.	- Defined criteria for necessary and unnecessary items						
		- All unused items removed						
		- Free from obstructions and clutter						
		- All items properly labeled						
Set	A place for everything and everything in it's place.	- Items organized logically and efficiently						
		- Storage locations properly labeled						
		- Easy access to frequently used items						
		- Workflow is optimized						
Shine	Everything is clean and in working order.	- Clean and free from debris						
		- Cleaning schedules established and followed						
		- Cleaning supplies readily available						
		- Spills and leaks cleaned up quickly						
Standardize	Document improvements so that they are repeatable in other areas.	- Documented procedures for maintaining cleanliness and organization						
		- Visual controls (ex: signs, labels, floor markings) used effectively						
		- All employees trained on 5S principles and procedures						
		- Regular audits conducted to assess compliance with 5S standards						
Sustain	Continuously inspect and adapt; engrained as a habit.	- Culture of CI and adherence to 5S principles						
		- Regular audits conducted to monitor progress and identify OFIs						
		- All employees engaged in maintaining 5S standards						
		- Rewards and recognition given for adherence to 5S practices						
Total Score								

