

# 5-S FORMS



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# 5-S Workplace Scan

To identify workers, processes, and functions of the area. To plan the Workplace Scan.

## Directions:

Target Area Name: \_\_\_\_\_

Define the boundaries of the target area and tape it off. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the primary purpose of the target area. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Record the functions of the target area. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plan the Workplace Scan by identifying who is responsible for each step and when completion is expected.**

Scan Step	Who	When
<ul style="list-style-type: none"><li>•Draw an area layout</li><li>•Draw a material spaghetti chart</li><li>•Complete 5-S &amp; Safety audits</li><li>•Take photos</li><li>•Create a workplace scan display</li></ul>		

# 5-S Red Tag Checklist

## Directions

- Examine all items in each category.
- Red tag every item that may not be needed.
- Enter a  $\checkmark$  when a category is inspected.

### Search these spaces.

- \_\_\_\_\_ Floors
- \_\_\_\_\_ Aisles
- \_\_\_\_\_ Operation areas
- \_\_\_\_\_ Work Stations
- \_\_\_\_\_ Corners, behind/under equipment
- \_\_\_\_\_ Stairs
- \_\_\_\_\_ Small rooms
- \_\_\_\_\_ Offices
- \_\_\_\_\_ Loading docks
- \_\_\_\_\_ Inside cabinets and drawers

### Look for unneeded equipment.

- \_\_\_\_\_ Machines
- \_\_\_\_\_ Small tools
- \_\_\_\_\_ Dies
- \_\_\_\_\_ Jigs
- \_\_\_\_\_ Bits
- \_\_\_\_\_ Conveyance equipment
- \_\_\_\_\_ Plumbing, pipes, etc.
- \_\_\_\_\_ Electrical equipment
- \_\_\_\_\_ Wire, fixtures, junction boxes

### Look for unneeded furniture.

- \_\_\_\_\_ Cabinets
- \_\_\_\_\_ Benches and tables
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Carts
- \_\_\_\_\_ Other

### Search these storage places.

- \_\_\_\_\_ Shelves
- \_\_\_\_\_ Racks
- \_\_\_\_\_ Closets
- \_\_\_\_\_ Sheds
- \_\_\_\_\_ Other storage areas

### Search the walls, boards, etc.

- \_\_\_\_\_ Items hung on walls
- \_\_\_\_\_ Bulletin boards
- \_\_\_\_\_ Signboards
- \_\_\_\_\_ Other

### Look for unneeded material / supplies.

- \_\_\_\_\_ Raw materials
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Parts
- \_\_\_\_\_ Work in process
- \_\_\_\_\_ Finished products
- \_\_\_\_\_ Shipping materials

### Look for other unneeded items.

- \_\_\_\_\_ Work clothes
- \_\_\_\_\_ Helmets
- \_\_\_\_\_ Work shoes
- \_\_\_\_\_ Trash cans
- \_\_\_\_\_ Other

# 5-S Unneeded Items Log

Unneeded Item	#	Date	Reason for Tagging	Notes / Disposition

# 5-S Item Disposition Guidance

## Directions

- Determine the category in which each tagged item belongs.
- Determine required action. Record on tag and Unneeded Items Log.
- Take action.

<b>Category</b>	<b>Action</b>
<b>Obsolete</b>	<ul style="list-style-type: none"><li>•Sell</li><li>•Hold for depreciation</li><li>•Give away</li><li>•Throw away</li></ul>
<b>Defective</b>	<ul style="list-style-type: none"><li>•Return to supplier</li><li>•Throw away</li><li>•Repair</li></ul>
<b>Scrap</b>	<ul style="list-style-type: none"><li>•Remove to proper location</li></ul>
<b>Trash / garbage</b>	<ul style="list-style-type: none"><li>•Throw away</li><li>•Recycle</li></ul>
<b>Unneeded in this area</b>	<ul style="list-style-type: none"><li>•Remove to proper location</li></ul>
<b>Used at least once per day</b>	<ul style="list-style-type: none"><li>•Carry with you</li><li>•Keep at place of use</li></ul>
<b>Used about once per week</b>	<ul style="list-style-type: none"><li>•Store in area</li></ul>
<b>Used less than once per month</b>	<ul style="list-style-type: none"><li>•Store where accessible in plant</li></ul>
<b>Seldom used</b>	<ul style="list-style-type: none"><li>•Store in distant place</li><li>•Sell</li><li>•Give away</li><li>•Throw away</li></ul>
<b>Use unknown</b>	<ul style="list-style-type: none"><li>•Find out use</li><li>•Remove to proper location</li></ul>

# 5-S Set in Order Inspection Sheet

## Directions

- Inspect all items in entire area.
- Move items to proper place.
- Enter a  $\checkmark$  when a category is inspected.

## Equipment

- \_\_\_\_\_ Machines
- \_\_\_\_\_ Small tools
- \_\_\_\_\_ Dies
- \_\_\_\_\_ Jigs
- \_\_\_\_\_ Bits
- \_\_\_\_\_ Conveyance equipment
- \_\_\_\_\_ Cleaning equipment
- \_\_\_\_\_ Electrical equipment
- \_\_\_\_\_ Fixtures, junction boxes, etc.
- \_\_\_\_\_ Computer equipment

## Materials / supplies / inventory

- \_\_\_\_\_ Raw material
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Parts
- \_\_\_\_\_ Work in process
- \_\_\_\_\_ Finished product
- \_\_\_\_\_ Shipping materials
- \_\_\_\_\_ Cleaning supplies

## Furniture

- \_\_\_\_\_ Cabinets
- \_\_\_\_\_ Benches and tables
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Carts
- \_\_\_\_\_ Shelves
- \_\_\_\_\_ Racks

## Other items

- \_\_\_\_\_ Charts, graphs, etc.
- \_\_\_\_\_ Books, checklists, etc.
- \_\_\_\_\_ Bulletin boards
- \_\_\_\_\_ Signboards
- \_\_\_\_\_ Pens, pencils, rulers, etc.
- \_\_\_\_\_ Work clothes
- \_\_\_\_\_ Helmets
- \_\_\_\_\_ Work shoes
- \_\_\_\_\_ Trash cans
- \_\_\_\_\_ Personal items

# 5-S Shine Inspection Sheet

## Directions

- Search all items in the area for cleaning needs.
- Use this with the Initial Cleaning Plan.
- Enter a  $\checkmark$  when a category is completed.

### Large Surfaces

- \_\_\_\_\_ Ceilings
- \_\_\_\_\_ Aisles
- \_\_\_\_\_ Work Stations
- \_\_\_\_\_ Corners, behind/under equipment
- \_\_\_\_\_ Stairs
- \_\_\_\_\_ Loading docks
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Doors
- \_\_\_\_\_ Pillars and posts
- \_\_\_\_\_ Floors
- \_\_\_\_\_ Other

- \_\_\_\_\_ Carts
- \_\_\_\_\_ Shelves
- \_\_\_\_\_ Racks

### Inside equipment / furniture

- \_\_\_\_\_ Machines
- \_\_\_\_\_ Conveyance equipment
- \_\_\_\_\_ Closets
- \_\_\_\_\_ Drawers
- \_\_\_\_\_ Cabinets
- \_\_\_\_\_ Sheds
- \_\_\_\_\_ Tool boxes
- \_\_\_\_\_ Storage bins

### Surfaces of equipment and furniture

- \_\_\_\_\_ Machines
- \_\_\_\_\_ Conveyance equipment
- \_\_\_\_\_ Plumbing, pipes, sinks
- \_\_\_\_\_ Electrical equipment
- \_\_\_\_\_ Fixtures, junction boxes
- \_\_\_\_\_ Chairs

### Other items

- \_\_\_\_\_ Materials and supplies
- \_\_\_\_\_ Trash cans
- \_\_\_\_\_ Bulletin boards
- \_\_\_\_\_ Labels and signs
- \_\_\_\_\_ Small tools
- \_\_\_\_\_ Hoses, cords, tubing, etc.
- \_\_\_\_\_ Other

# 5-S Initial Cleaning Plan

## Directions

- List tasks and complete the columns below.

## Target Area \_\_\_\_\_

Task	Location	Who	When	Materials and Tools Needed