

5S - FORMS

5-S WORKPLACE SCAN

5-S RED TAG CHECKLIST

5-S UNNEEDED ITEMS LOG

5-S ITEM DISPOSITION GUIDANCE

5-S SET-IN-ORDER INSPECTION SHEET

5-S SHINE INSPECTION SHEET

5-S INITIAL CLEANING PLAN

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">•Draw an area layout•Draw a material spaghetti chart•Complete 5-S & Safety audits•Take photos•Create a workplace scan display		

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.

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

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

Furniture

- _____ Cabinets
- _____ Benches and tables
- _____ Chairs
- _____ Carts
- _____ Shelves
- _____ Racks

Materials / supplies / inventory

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

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



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

Directions

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