



5S Observation sheet

Use the checklist to conduct 3 separate 5S observation's, in between each observation review the results with the team, and create objectives that will improve upon your 5S performance.

Yes/Fully	3
Sometimes/Partially	2
No/Never	1

Date

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Sorting (Seiri)			
Has a red tagging system been employed to identify unnecessary items?			
Have unnecessary items been moved to a quarantine area?			
Are quarantined items, listed and displayed on bulletin/notice boards?			
Are other dept's/Area's given the opportunity to "Bid" for the unwanted items?			
Are tagged items actually removed after the quarantine period?			
Is a comprehensive log of items in the area kept up to date?			

Simplify Access (Seiton)			
is the work area free of clutter/mess?			
Is the work area walkways and truck runs taped out?			
Are item stored based on frequency of use?			
are all area's/storage labelled appropriately?			
Are min and max numbers shown on the labels?			
are shadow boards employed?			
Are plans and maps visible to show location of items and machinery?			

Sweeping (Seiso)			
Are there cleaning/sweeping standards visible?			
Are the cleaning/sweeping actions listed by responsibility and time?			
Is the cleaning/sweeping equipment readily available and suitably labelled?			
Are all items stored safely?			

Standardizing (Seiketsu)			
Are there Standard operating procedures visible for the first 3, 5S steps?			
Is there a process in place for reviewing the 5S activities?			
Are there checklists in place to ensure 5S activities are carried out as planned?			
Are quantities and limits visible?			

Self Discipline (Shitsuke)			
Are there clear roads of communication for the 5S activities?			
Is there regular monitoring of the 5S activities?			
Is there opportunity for improvements to be suggested by the team?			
Is there training/coaching programs in place for the team?			
Are individuals given the opportunity to review the effectiveness of the 5S activities?			
Are individuals given the opportunity to create personal 5S plans?			
Are job aids available (SOP's Machine specs, etc)?			
Total			

Other questions to consider			
Do the team understand the benefits of conducting 5S activities?			
Are the team brought-in to the new processes and procedures?			
have team members been given the opportunity to be part of the 5S project?			
Is there a central 5S resource centre where the team members can access information and support?			

the answer to these final questions could have the biggest impact on weather your 5S project is successful or not.