



Overall score \*:

# 5-S SCORECARD

## Evaluation form Offices

Office building: \_\_\_\_\_

Target area: \_\_\_\_\_

Date: \_\_\_\_\_ Kaizen no: \_\_\_\_\_

\*) is total amount of points, divided by 5, rounded down



	Sort	Set in order	Shine	Standardise	Sustain
<b>Score 5</b> <b>Habit</b>	The necessary articles can be found (replaced) within 30 seconds or less. There is an existing plan to clean and get rid of unnecessary goods, reports, letters/e-mails, etc..	Everyone can walk into a room and without any effort they can see which job has a priority and follow the mapped out process. Department employees know where the "Master File List" is placed and can find archived files.	Cleaning the shop floor has become a routine job. Through correcting measures frequent occurring cleaning issues will be solved.	The team executes routine jobs automatically. On a frequent basis improvements in processes are made, will be documented and entered.	Problems will be solved at its core and actions will be used for preventive measurements. The plan to achieve the next 5-S level is being created.
<b>Score 4</b> <b>Commitment</b>	Documents are being sorted by expiry date or specific file ordered. Necessities and furniture will be checked regularly on their purpose. Files and reports will be kept up-to-date.	Department employees can decide without any issue which projects/files are in use and at which location they are. A "Master File List" of current and archived documents is being tracked. Through visual checks at location normal and variant circumstances are tracked.	Responsibilities with respect to cleaning are being determined and practiced on a regular basis. Cleaning articles are on stock and ready to use.	The department acts according to fixed processes. Visitors will always be able to tell which activities are being executed at which location	The team checks shop floors on a regular basis to maintain the 5-S standard. Cause and frequency of issues are tracked and correcting measures are taken. The "Shopfloor information sign" indicates relevant information and is part of the shop floor.
<b>Score 3</b> <b>Organisation understands why (Reason)</b>	The necessary articles will be kept in a orderly manner at the designated shop floors. Papers will be filed neatly in trays or filed at the desk	An identification system is created to clearly register location and content. Filing drawers (with labels) and documenting files will be labeled clearly. (except for personal trays)	Cleaning issues are tracked and preventive measures are tracked at location. Walls are painted or decorated and discomposed of holes, writing, drops, etc.. Maintenance items are reported.	The department has necessary articles, filing locations, processes and responsibilities with respect to cleaning tracked and has identified them to all department employees.	All department employees have seen the 5-S presentation. They are conscious all along the line of the need and direction of this process. Shop floor information sign is present, visible and is being maintained on a regular basis.
<b>Score 2</b> <b>Understanding the need</b>	The necessary articles are documented; unnecessary articles are thrown away or removed from the shop floor (except for personal matters)	The necessary articles/documents are sorted in line with usage, including office equipment, stock, files and paper.	First cleaning round has been executed. Shop tables & desktops are dusted, spiderwebs are removed and windows/blinds & kitchens are cleaned. Documents & forms are up-to-date and have a professional appearance. The floor is cleaned.	Some processes are documented. It's hard to tell for visitors which job is being done or where it's being done.	The department employees have some knowledge of 5-S and act based on that.
<b>Score 1</b> <b>First interest</b>	The department has documented the necessary articles for that specific workplace. (electronic & paper documents, office supplies, decoration and furniture)	All necessary articles are present at the workplace. Floors are free of obstacles	Cleaning of the workplace happens randomly.	The department has come to an agreement about necessary articles, stock locations, processes and responsibilities	There is some common understanding about 5-S amongst the department employees
<b>Score</b>					