

# 5-S SCORE CARD

## Evaluation form Shop Floor

Channel: \_\_\_\_\_

Machine /area: \_\_\_\_\_

Date: \_\_\_\_\_ Kaizen nr: \_\_\_\_\_



	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. Unnecessary articles are being removed from the workplace at a regular basis	Everyone can walk into a room and can easily see which job has a priority. List with correction-measures is available in order to correct abnormal cases.	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. A system to improve working methods and checks of workplaces is being used. Visitors will always be able to tell which activities are being executed and where (at which location).	The "Shopfloor information sign" indicates relevant information and is part of the daily routine in the workplace. Problems will be solved at its core and actions will be used for preventive measurements.
<b>Score 4</b> <b>Commitment</b>	All work materials are sorted on what will be worked on today, this week. Materials, tools, files, trays and closets are regularly being checked on its purpose.	Teammembers can easily check which articles are being used at this moment and their priority. 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 team executes on a daily basis work methods and checks of workplaces. Visitors will always be able to tell which activities are being executed and where	The team checks regularly spaces to maintain 5-S standard. Information on the "workplace information sign" is seen as valuable by team members. Cause and frequency of issues are being tracked and correcting measure are taken. The plan to achieve the next 5-S level is being created
<b>Score 3</b> <b>Organisation understands why (Reason)</b>	Only necessary documents for the workplace. Tools and other equipment are kept at location in a orderly manner.	A priority system is in place to indicate the order in which tasks are being executed. All tools, stock and handtools have clearly indicated places.	Cleaning issues are tracked and preventive measures are tracked at location and are being operationalised.	The team has necessary articles (tools), standard working methods and checks of the workplaces documented. These articles are available in the workplace. Visitors will always be able to tell which activities are being executed and where.	5-S workplace score/ informationsign is present. Cel informationsign is present, visible and is being maintained regularly. The team checks places from time to time on the 5-S standards
<b>Score 2</b> <b>Understanding the need</b>	The necessary articles are documented; unnecessary articles are thrown away or removed from the workplace. There is nothing left on machines, closets etc..	The necessary articles are being ordered by usage, including production, tools and workprocedures. Supply and outlet boxes are indicated clearly and used as such.	A thorough cleaning session has been executed. All machines and materials are painted. Unnecessary objects are removed from workbenches and desks.	The team has agreed with standard working methods and checks of workplaces. It's hard for visitors to tell which activities are being done and where, but generally people are aware.	All department employees have seen the 5-S presentation. They are all conscious along the line of the need and direction of this process. Teammembers do apply some aspects of 5-S .
<b>Score 1</b> <b>First interest</b>	The team has indicated necessary and unnecessary articles for the workplace.	All necessary articles are available in the workplace. It's not hard to tell which articles are being used or their priority. Workplaces, corridors and walkways are clearly marked and without obstacles accessible	Cleaning of the workplace happens once in a while	In some areas working methods are documented	There is some common understanding about 5-S amongst the teammembers
<b>Score:</b>					