

Item# and description	5S Evaluation Form	Item Score (0 - 5)	What is the team doing to improve to next level?
1. Removing unnecessary items	All items not required for performing operations are removed from the work area, only tools and products are present at work stations.		
2. Storage of cleaning equipment.	All cleaning equipment is stored in a neat manner; handy and readily available when needed.		
3. Floor cleaning.	All floors are clean and free of debris, oil and dirt. Cleaning of floors is done routinely -- daily at a minimum -- posted schedule.		
4. Bulletin boards.	All bulletins are arranged in a neat and orderly manner. No outdated, torn or soiled announcements are displayed.		
5. Emergency access	Fire hoses and emergency equipment are unobstructed and stored in a prominent easy-to-locate area. Stop switches and breakers are marked or color-coded for visibility.		
6. Items on floor	Work-in-process, tools and any other material are not left to sit directly on the floor. Large items such as tote boxes are positioned on the floor in clearly marked areas, identified by painted lines.		
7. Aisleways - markings	Aisles and walkways are clearly marked and can be identified at a glance; lines are straight and at a right angles with no chipped or worn paint.		
8. Aisleways - maintenance	Aisles are always free of material and obstructions; nothing is placed on the lines, and objects are always placed at right angles to the aisles.		
9. Storage and arrangement	Storage of boxes, containers and material is always neat and at right angles. When items are stacked, they are never crooked or in danger of toppling over.		
10. Equipment - painting	All machines and equipment are neatly painted; there are no places in the plant less than six feet high that are unpainted.		
Subtotal pg 1			

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11. Equipment - cleanliness	All machines and equipment are kept clean by routine daily care;			
12. Equipment - maintenance	Controls of machines are properly labeled and critical points for daily maintenance checks are clearly marked. Equipment checksheets are neatly displayed and clean.			
13. Equipment - storage	Nothing is placed on top of machines, cabinets and equipment; nothing leans against walls or columns. Guards and deflectors are used to keep chips and coolant from falling to the floor.			
14. Documents - storage	Only documents necessary to the operation are stored at the work stations and are stored in a neat and orderly manner.			
15. Documents - control	All documents are labeled clearly as to content and responsibility for control and revision. Obsolete or unused documents are routinely removed.			
16. Tools & gages arrangement	Tools, gages and fixtures are arranged neatly and stored, kept clean and free of any risk of damage.			
17. Tools & gages convenience	Tools, gages and fixtures are arranged so they can be easily accessed when changeovers or setups are made.			
18. Shelves & benches arrangement	Arranged, divided and clearly labeled. It is obvious where things are stored; status and condition is recorded.			
19. Workbench & desk - control	Kept free of objects including records and documents. Tools and fixtures are clean and placed in their proper location.			
20. 5S control & maintenance	There is a disciplined system of control and maintained at the highest possible level. It is the responsibility of everyone to maintain this system and environment.			
Subtotal pg 2				
+				
Subtotal pg 1				
Total			÷ 20 =	5S score