

## Workplace 5S Implementation Rating and Progress Chart

Work Area:

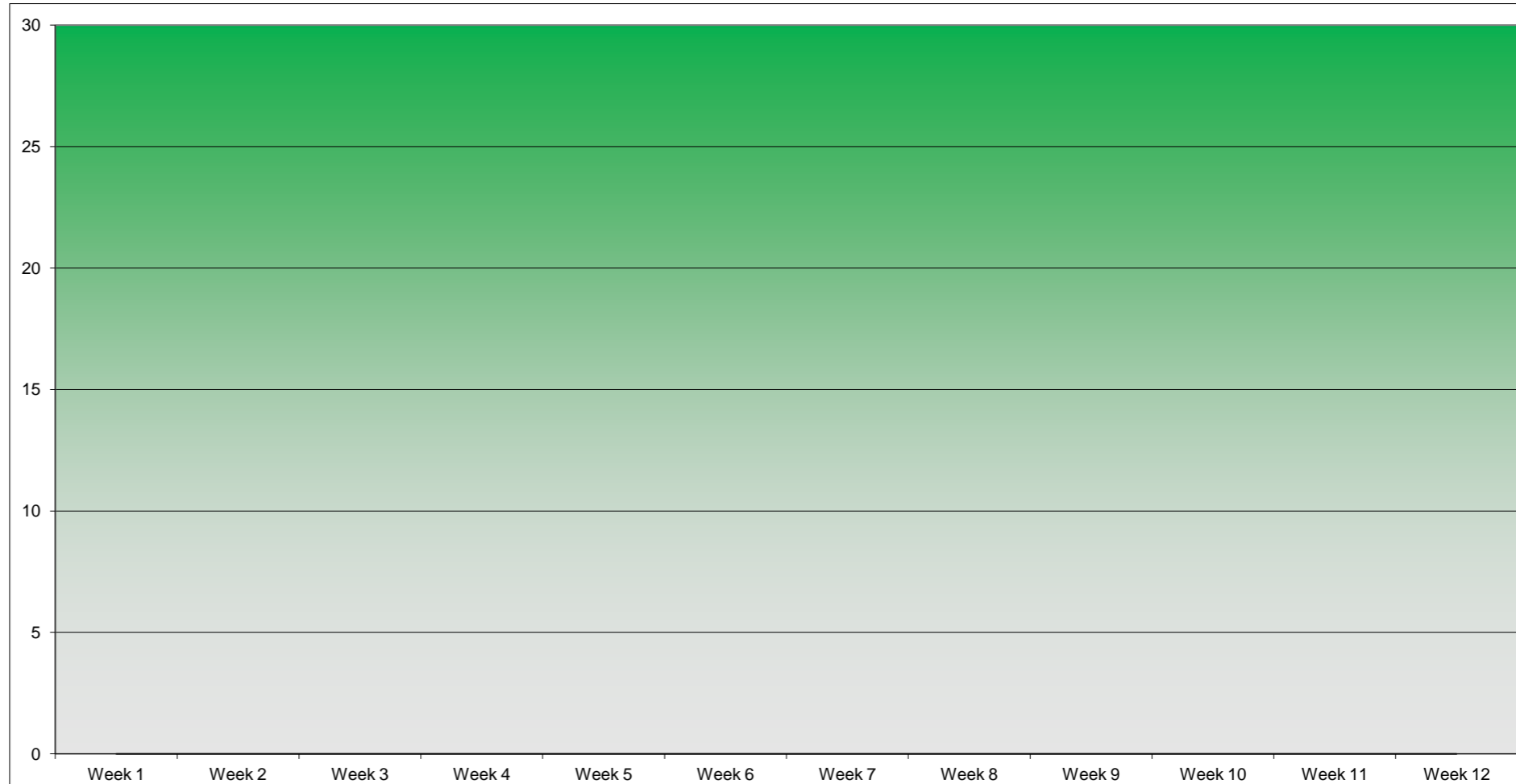
Start Date:

12 Week Target:

Sort Rating	0	1	2
No unnecessary items can be found in the workplace – under equipment, on desks, cabinets, storage areas, etc			
All old tools, equipment, and other material have been removed or sent for repair			
Items used infrequently are stored away from the immediate workplace and easily located			
No old or outdated posters, graphs, memos or notices are on the notice boards or walls.			
Only tasks to be worked on in the next 2 hours are in the immediate work place			
<b>Total</b>	<b>0</b>		
Set in Order Rating	0	1	2
All information, stationery, consumables, and equipment are stored safely in clearly marked areas/shelves, bins, etc, clearly indicating when something is missing.			
The office layout provides good workflow and enables efficient processes. (If redesigning the layout from scratch, nothing would change)			
All electronic files can be found in less than 30 seconds			
All items within the immediate work area can be retrieved within 30 seconds			
All items within the department can be retrieved within 2 minutes			
<b>Total</b>	<b>0</b>		
Shine Rating	0	1	2
The workplace areas are clear and clean.			
Visual "sweeps" are incorporated into daily work activities			
The need to clean has been reduced or eliminated through redesign of equipment and processes			
Workplace processes have been streamlined to reduce cleaning frequency and time taken			
All sources of contamination have been identified and their sources fixed.			
<b>Total</b>	<b>0</b>		
<b>Combined Total</b>	<b>0</b>		

### Scoring Criteria

- 0= No improvement activity
- 1 = Weekly improvements
- 2 = Daily reviews are undertaken and actioned immediately



Update your teams combined scores on a weekly basis and compare your results with the rankings to the right.

Within 12 weeks of commencing a 5S program most companies reach "Contender" status, "World Class" is a lot harder and can take 6 months or more to achieve as 5S becomes part of your workplace culture.

### Assessments Results

- 28-30 World Class
- 25-27 Best Practice
- 20-24 Contender
- 15-19 Promising
- 0-14 Developing

Score	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Sort												
Set in Order												
Shine												
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Target</b>												

## Workplace 5S Maturity Rating and Progress Chart

Department:

Start Date:

12 Month Target:

Standards Rating	0	1	2
5S Standards have been developed for housekeeping, storage, handling of work in progress materials and other consumable items			
Standard inventory levels have been established for all items with minimum, maximum and re-order points clearly identifiable			
Standards have been defined for equipment and process monitoring and clearly identify non-conforming product or processes			
Standards have been set for training of operators in basic maintenance activities			
Standards have been defined for safe working practices and storage of hazardous goods			
<b>Total</b>	<b>0</b>		

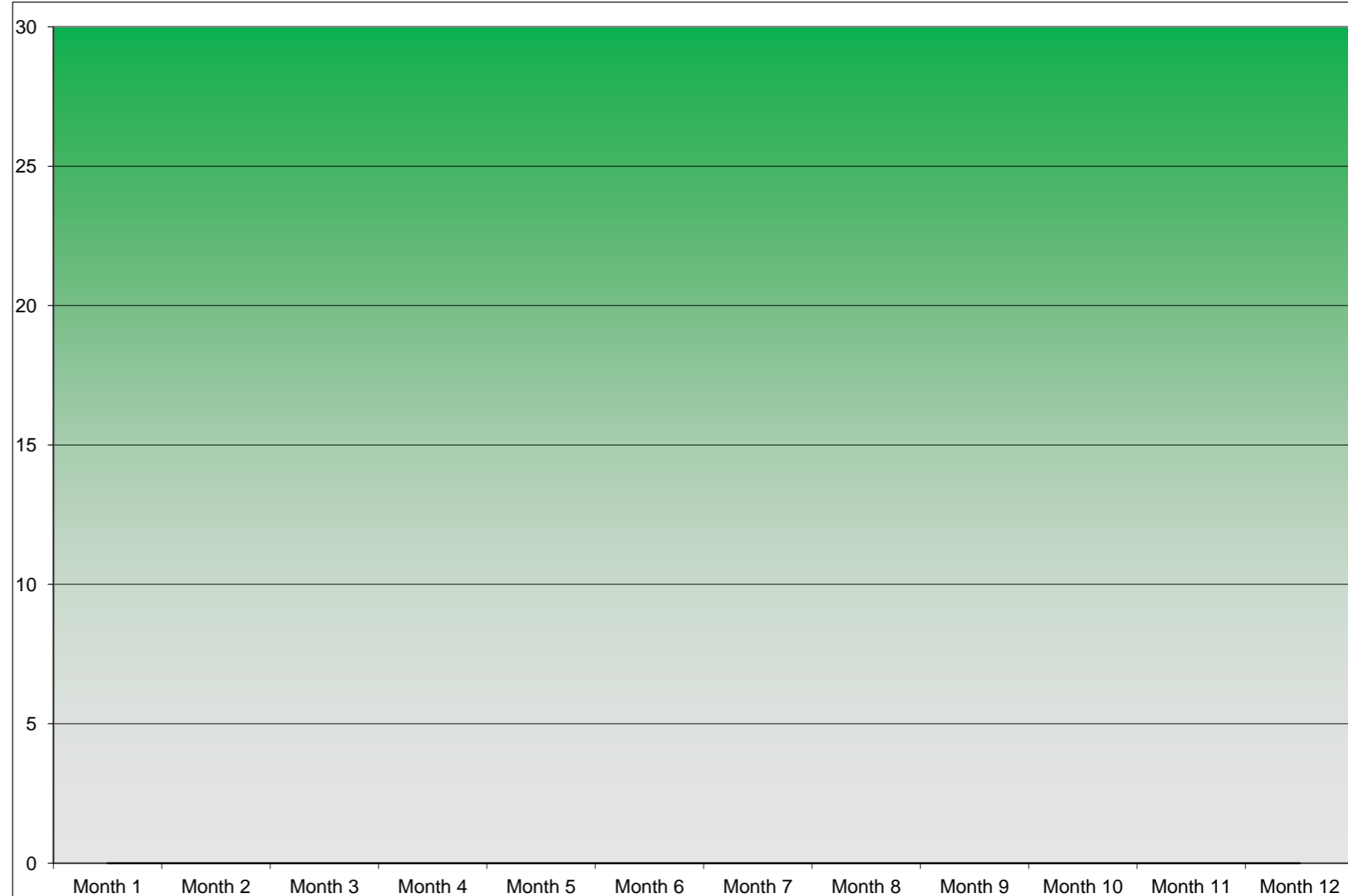
**“Standards” Scoring Criteria**

- 0= <50% of areas/processes comply
- 1 = >50% but less than 90% of areas/processes comply
- 2 = >90% of areas/processes comply

Sustain Rating	0	1	2
The team has developed their 5S Communications Board and this is updated regularly			
The team meets regularly to discuss and improve the outcomes of their 5S and other improvement related activities. Actions are agreed and documented at each session. The action plans are current and visible on the 5S Communications Board			
Team members take on the role of 5S Champion on a rotating basis, and all play an active part in the implementation and further refinement of the 5S program			
The team has a 5S representative as part of the site 5S Steering Committee or equivalent improvement team. The team shares its 5S learning's with other teams and participates in 5S related activities outside of it's own work area.			
The team shares its 5S learning's with other teams and participates in continuous improvement activities with its supplier and customer base			
<b>Total</b>	<b>0</b>		
<b>Combined Total</b>	<b>0</b>		

**“Sustain” Scoring Criteria**

- 0= <50% of employees are actively involved
- 1 = >50% but less than 90% of employees are actively involved
- 2 = >90% of employees are actively involved



Update your companies scores on a monthly basis and compare your results with the rankings to the right.

5S is a long term commitment - within 12 months of commencing a 5S program most companies reach the "Promising" stage of maturity, "World Class" maturity is a lot harder and can take 2 years or more to achieve.

**Assessments Results**

- 18-20 World Class
- 14-17 Best Practice
- 10-13 Contender
- 6-9 Promising
- 0-5 Developing

Score	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sustain												
Standardise												
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Target</b>												