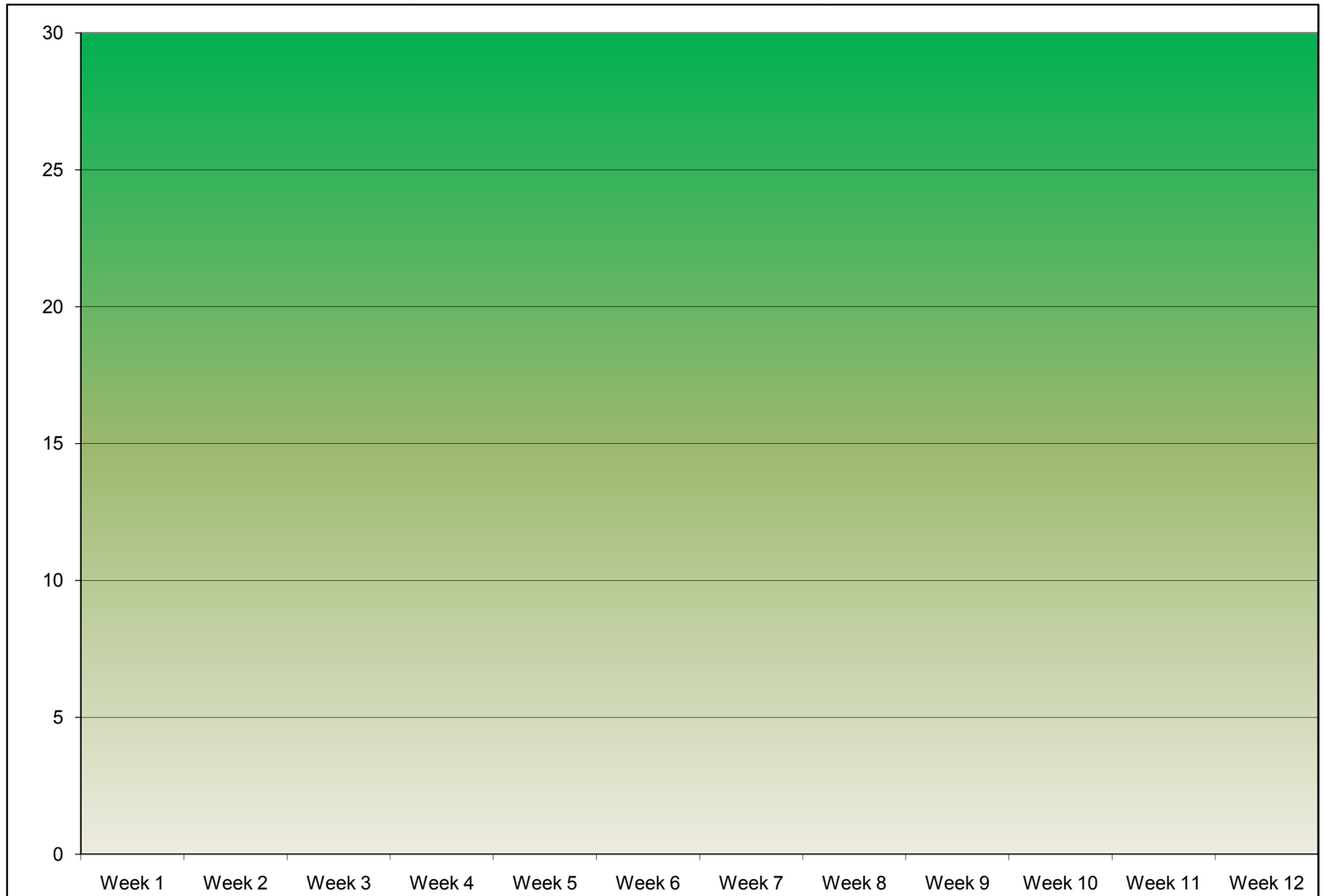
5S RATING SHEETS

developed by The Improve Group - www.improvegroup.com.au

Workplace 5S Implementation Rating and Progress Chart – Use this sheet at a work station or work area level

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No old or outdated posters, graphs, memos or notices are on the notice boards or walls.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			
Total			
Set in Order Rating	**0**	**1**	**2**
All items including information, tools, consumables, and equipment are stored safely in clearly marked areas/shelves, bins, etc, clearly indicating when something is missing.			
The use of visual indicators, colour coding and other visual aids has been widely implemented			
The layout provides good workflow and enables efficient processes. (If redesigning the layout from scratch, nothing would change)			
All items within the immediate work area can be retrieved within 30 seconds			
All items within the department can be retrieved within 2 minutes			
Total			
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.			
Total			
Combined Total			



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 the "Contender" region, "World Class" implementaion is a lot harder and can take 6 months or more to achieve.

Assessments Results

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

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

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												
Total												

5S RATING SHEETS

developed by The Improve Group - www.improvegroup.com.au

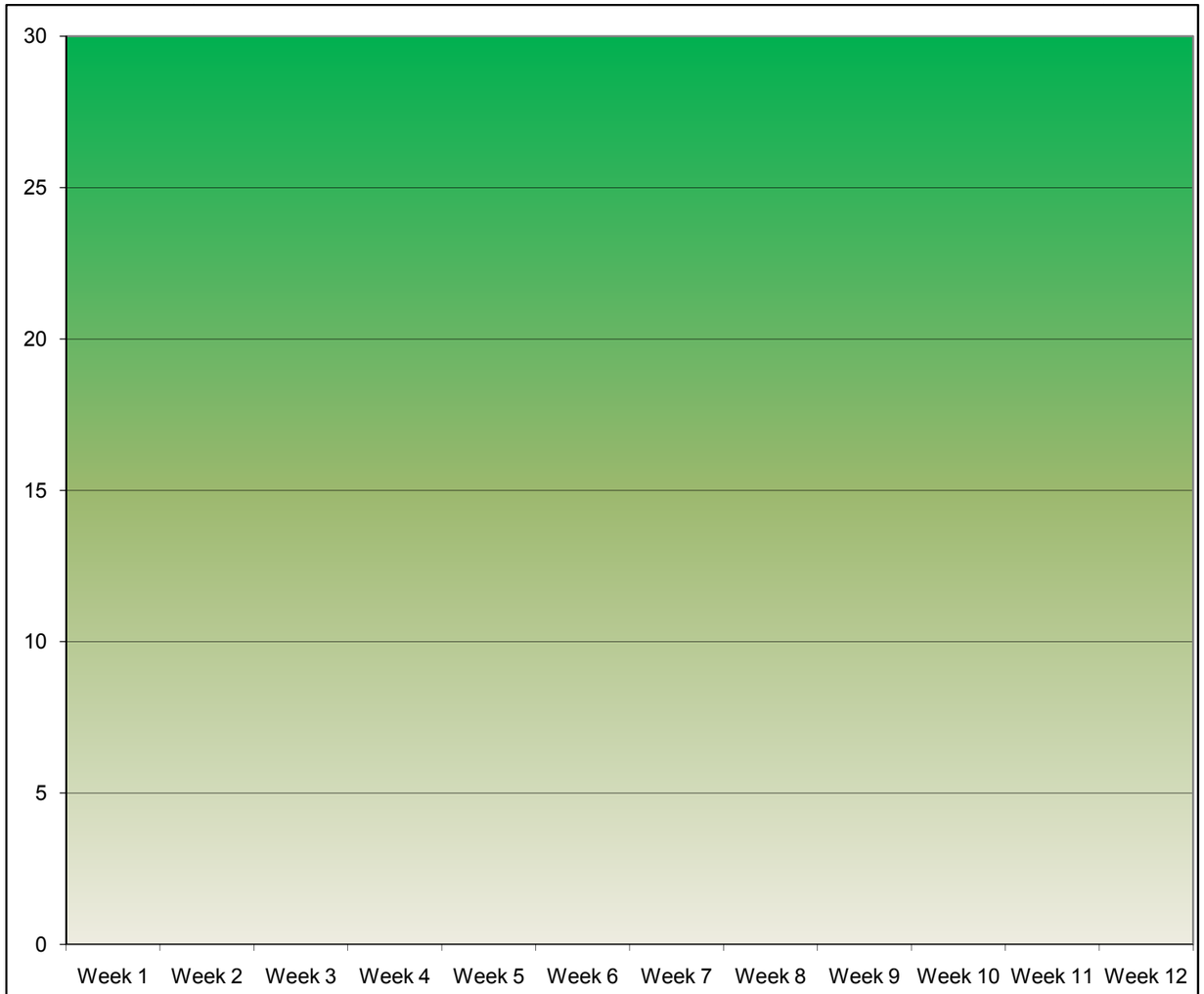
Workplace 5S Maturity Rating – use this chart at a Department or Business Level

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			
Total			

"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			
Total			

"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 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 the "Promising" stage of maturity, "World Class" maturity is a lot harder and can take 18 months or more to achieve.

Assessments Results

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