Organisation Level - 5S Culture Assessment

	Sort	Set in Order	Shine	Standardise	Sustain
1	Needed and not-needed items are found toghether shopfloor. Unsafe conditions observed.	Items are placed randomly throughout the work place	Work area and machines are not cleaned thoroughly at regular intervals	No work area agreements exist	There is no measurement of 5S performance
2	Not-needed items are identified and evidence of Red Tagging observed. But, non-required items found in work area	Needed items have been safely stored and organized according to frequency of use	Work area and machines are cleaned to remove dust and dirt	Work area agreements are identified and documented for needed item organization and work area controls	5S level has been determined and posted on the communication board
3	Only required items are available in the work-area.	Locations allocated for needed items. All available items like tools are clearly marked.	Visual controls for equipment, files and supplies have been established for the work area	Work area agreements for needed item labeling and visual controls are posted and followed by work team	Work team is routinely checking area to maintain 5S agreements and posting results
4	List of items are clearly documented and displayed. Needed items are routinely assessed.	Visual indications like shadow boards are in use and required items are progressively reduced.	Daily inspection occurs to assess area readiness, potential problems are identified and fixed	Agreements for labeling, housekeeping, inspections, and work place design are consistently followed and demonstrate area performance improvement	Sources and frequency of problems are documented as part of routine work, root causes are identified, and corrective action plans are developed
5	Red tag areas are clearly marked and disposal of red tag items happens periodically.	Needed items can be retrieved within 30 seconds and require a minimum number of steps	Problem sources are documented with solutions defined and implemented	Methods for housekeeping, labeling, inspections, and work place design are continually improved and shared externally as applicable	Root causes have been eliminated and improvement actions focus on developing preventive methods