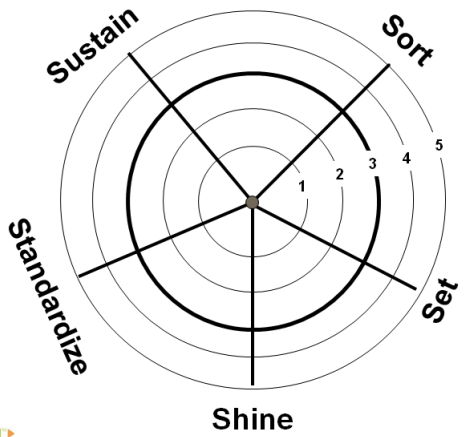
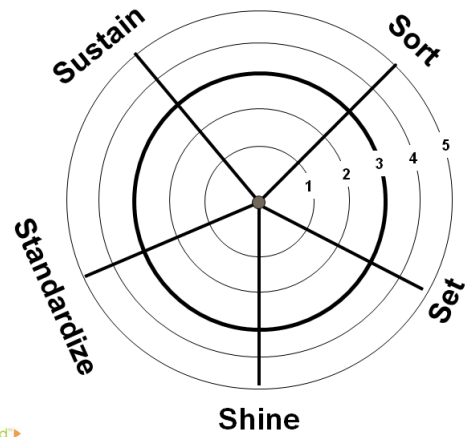


# 5 S Goal Line Sheet & Radar Chart

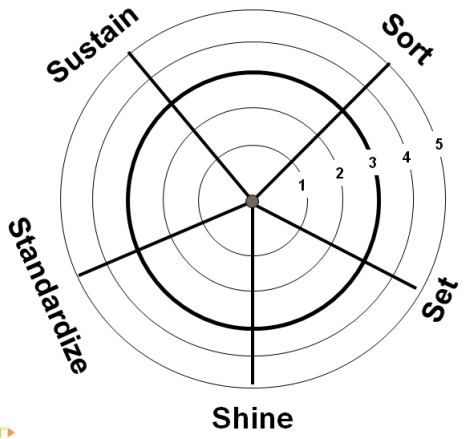
Goal Line	SORTING	Date
1	Necessary and unnecessary items are mixed together in the work area	
2	Necessary and unnecessary items exist, but are separated (including excess inventory)	
3	All unnecessary items have been removed from the work area	
4	A dependable method has been established & documented to maintain the work area free of unnecessary items	
5	Team members continually seek improvement opportunities	
Goal Line	SET	Date
1	Tools, Books, Files, Papers, Supplies and/or materials are randomly located	
2	There are designated locations for all items (tools, books, supplies, files, papers, projects)	
3	Designated locations are marked (shadow board, color code, labeled, outlined, etc)	
4	A dependable method has been established & documented to recognize with a visual sweep if items are out of place or exceed quantity limits	
5	A dependable method has been established and developed which provides continual evaluation and process in place to implement improvements	
Goal Line	SHINE	Date
1	Office areas show dirt, dust and/or disorganization	
2	Office areas are cleaned on a regularly scheduled basis	
3	5S agreements have been developed and are at times utilized	
4	5S agreements are understood and practiced continuously	
5	Team members have devised and implement documented methods of preventative cleaning and maintenance.	
Goal Line	STANDARDIZE	Date
1	No attempt is being made to document or integrate processes for the given area	
2	Improvements have been made, but changes which reflect them have not been documented	
3	Improvements are being incorporated and documented	
4	Information on process improvements and reliable methods are mutually understood	
5	There is a continual search for elimination of waste with changes documented and shared	
Goal Line	SUSTAIN	Date
1	Minimal attention is spent on housekeeping and safety	
2	A recognizable effort has been made to improve the workplace environment	
3	5S agreements and SOP have been developed and are utilized	
4	Follow-through of 5S agreements is evident	
5	There is a confident appearance and adherence to the 5S program	



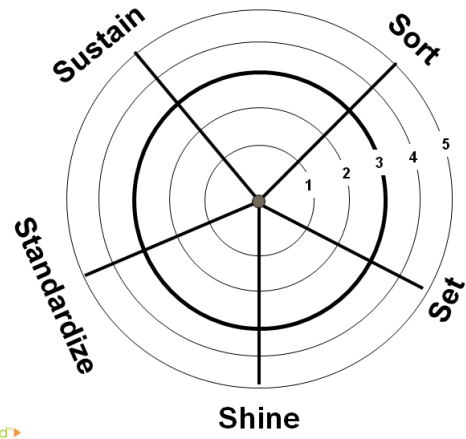
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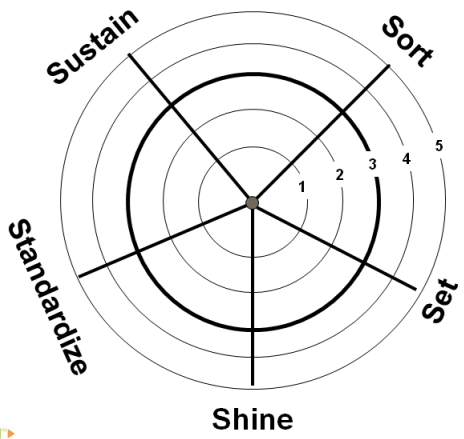
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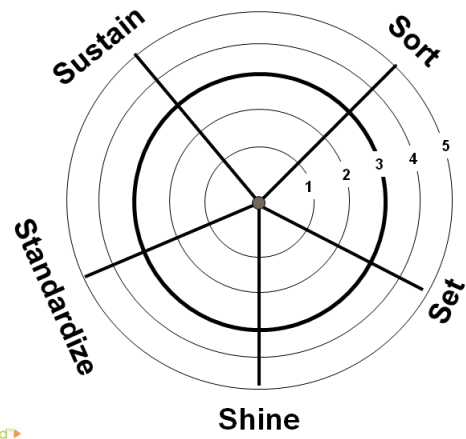
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