

## 5S Office Scan Diagnostic Tool

Your Name: \_\_\_\_\_ Target Area: \_\_\_\_\_

Category	Item	Date	Date	Date	Date
		_____	_____	_____	_____
<b>SORT</b>	Unneeded equipment, tools, furniture, etc. present?				
<b>SORT</b>	Unneeded smaller items present?;				
<b>SORT</b>	Items present in aisles, halls, corners, etc?				
<b>SORT</b>	Unneeded inventory, supplies, parts, materials, are present?				
<b>SORT</b>	Safety hazards exist?				
<b>SET</b>	Items not obviously in convenient locations for easy access?				
<b>SET</b>	Items not put away or in their correct places after use?				
<b>SET</b>	Visual controls and labels to assist with identifying & returning items after use?				
<b>SET</b>	Searching waste?				
<b>SET</b>	Shelves or drawers with piles or empty space?				
<b>SHINE</b>	Floors, walls, surfaces dirty or messy?				
<b>SHINE</b>	Equipment not maintained or dusty?				
<b>SHINE</b>	Cleaning materials not accessible?				
<b>SHINE</b>	Labels, signs, notices not clean or functional?				
<b>SHINE</b>	Trash or clutter not emptied/removed?				

Category	Item	Date	Date	Date	Date
<b>STANDARIZE</b>	Is work information visible at a glance?				
<b>STANDARIZE</b>	Are checklists for procedures available?				
<b>STANDARIZE</b>	Are quantities for supplies labelled?				
<b>STANDARIZE</b>	Are Sort, Set and Shine being monitored and maintained?				
<b>STANDARIZE</b>	How many items can't be located in 30 seconds or less?				
<b>SUSTAIN</b>	Are any staff members not trained in the SOP and 5S processes?				
<b>SUSTAIN</b>	Is five-minute 5S performed routinely?				
<b>SUSTAIN</b>	Are job aids up to date and accurate?				
<b>SUSTAIN</b>	Are staff members unable or not encouraged to identify waste?				
<b>SUSTAIN</b>	Are regular audits being carried out?				
<b>TOTAL</b>					

### Scoring system

5 or more problems exist	<b>0</b>
3 or 4 problems exist	<b>1</b>
2 problem exists	<b>2</b>
1 problem	<b>3</b>
0 problem	<b>4</b>