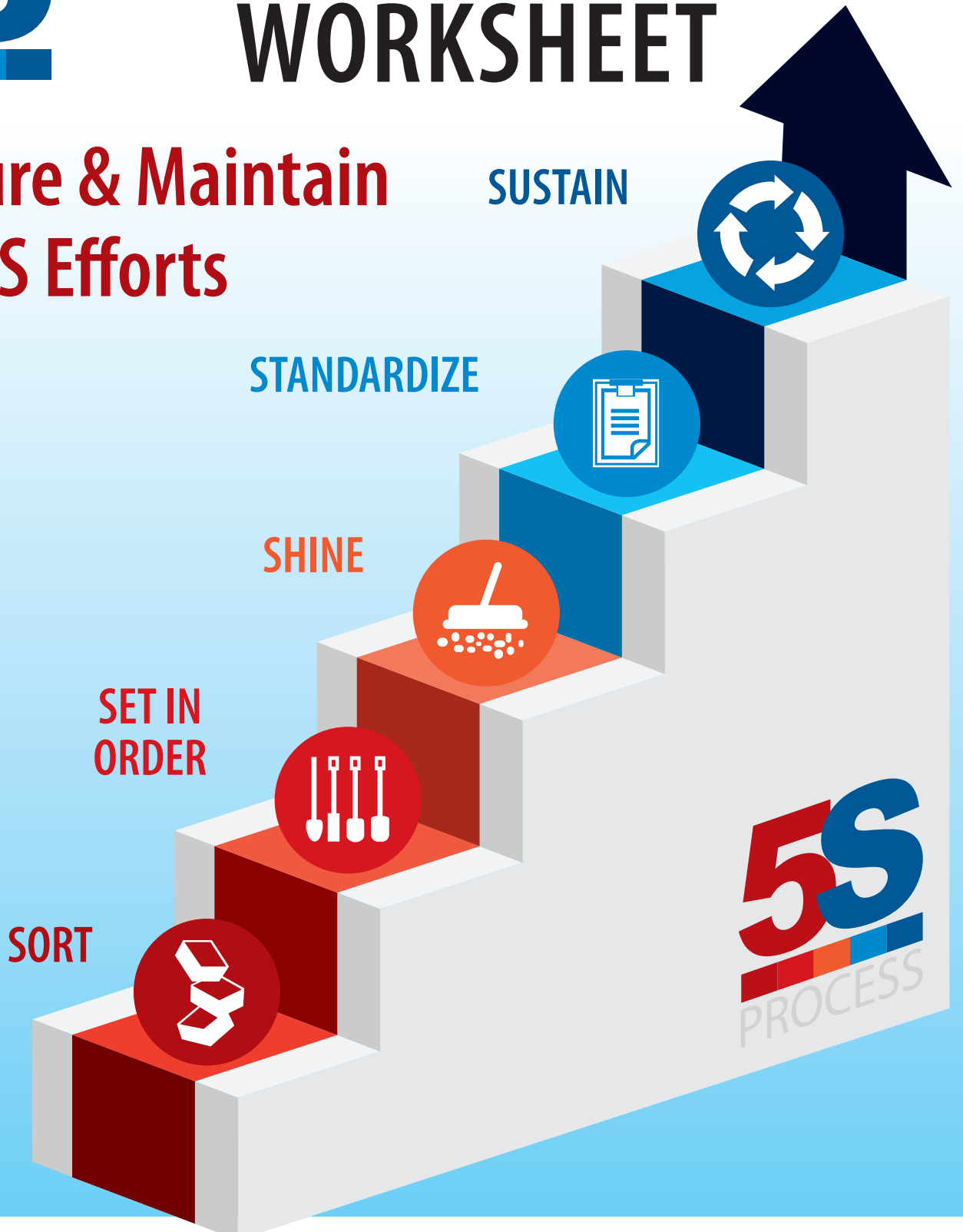




# ASSESSMENT TOOL WORKSHEET

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# 5S Assessment Tool Score Sheet

5S	Items to be assessed	Score 1 = Low 5 = High	Comments
<b>SORT</b>	Needed and unneeded items are separated.		
	It is possible to distinguish between needed and unneeded items.		
	All unneeded items are stored away from workplace		
	Completely unneeded items have been disposed of		
<b>SET IN ORDER</b>	It is possible to tell what goes where and what amount		
	Items are properly identified		
	Limits are set		
	All items are in their proper locations		
<b>SHINE</b>	The workplace is clean		
	Ceilings		
	Lighting		
	Machines/tools (oil, water, process materials, etc)		
	People		
	WIP		
	Walls		
	Windows		
	Doors		
	Rest Rooms		
	Floors		
	Workplace is cleaned daily with standards		
	Workers are responsible for cleaning and monitoring		
Cleaning and inspecting efforts happening are simultaneously streamlined			
<b>STANDARDIZE</b>	Standards exist and are being used (what, who, when, and how)		
	Standards are written by or with help from workers		
	Standards are visual and address safety		
	Standards are at point of use		
<b>SUSTAIN</b>	TPM card type system (Is it clear who is responsible for area)		
	Workers monitor themselves		
	Audit team		
	Reward system		
<b>TOTAL</b>			

