



5S STORE
Organizational Experts

10 THINGS TO DO BEFORE YOUR NEXT 5S AUDIT TO MAKE IT A SUCCESS

We all cherish the 5S Audit, right? Most of us, me included, have been the recipient of a surprise audit and knew we weren't prepared. Best practice of course is that you shouldn't have to be prepared. If you have a solid 5S program, preparing isn't necessary and more importantly misses the point altogether. But, that's a discussion for another time.

Find below a list of steps you can take now to help make your next audit more productive and less stressful.

1. Review the benefits of 5S with your group. This alone will help put 5S on everyone's mind. (especially if you haven't had a 5S review lately)
2. Review your red tag area. Is it up to date? Have things been dispositioned appropriately? Are there old, worn out, dusty tags and items present? If so, focus a little time on straightening things out.
3. Are your 5S Visual Color charts up to date and posted?
4. Walk the area and replace any worn out floor markings.
5. Do you have your audits posted? If so, are they current?
6. Have any action items from previous audits been addressed?
7. If you have tool shadow boards, are they up to date? Or, are people putting tools anywhere on the board where there's space.
8. Does all of your material handling equipment and cleaning equipment have a home? Is it Set in Order? If not, get it in order.
9. Do you have a Shine schedule of some sort? Have people been assigned particular areas to keep clean? If so, post that schedule. If not, it's a good idea to implement this right away. Accountability is the key step to having an effective 5S program.
10. Do you have 5S Before and After photos posted? If so, are they up to date?