

5S EVALUATION 3/3

OBSERVATIONS		SCORE: 0-5 (Applied to 0%, 20%, 40%, 60%, 80%, 100%)	RESULTS (0-5)	IMPROVEMENTS
15.	Document Control	All documents are labeled clearly for content and responsibility for control and revision. No unlabelled binders or documents are present. Obsolete or unused documents are routinely purged.		
16.	Arrangement of Gages & Tools	Tools, jigs, and fixtures are arranged neatly and stored in a way that they are kept clean and free of any risk of damage.		
17.	Ease of Access to Tools & Gages	Tools, jigs, and fixtures are arranged so that they can be easily accessed when changeovers or set ups are made (thus facilitating productivity). The same is true for gages and measuring equipment used to check quality.		
18.	Arrangement of Shelves, Benches & Desks	These are arranged, divided and clearly labeled such that it is obvious where things are stored and where they should be returned.		
19.	Upkeep of Shelves, benches & Desks	These are kept free of unused objects, including files and documents. Tools and fixtures are cleaned before being replaced to proper position.		
20.	Sustaining 5S	A disciplined system of control and maintenance exists to ensure that each of the above items are maintained at the highest possible level. It is the responsibility of management to maintain this system.		
TOTAL				divided by 20 = Average