

5S for Healthcare: Visual Workplace Audit

Date _____ Area _____ Scored by _____

* A higher rating requires that you meet all lower level requirements. Rate any work area you can draw an imaginary box around.

S1 – SORT: Work area contains only essential items for that area’s work activities		
Score *	5	Organization of workplace supports flow and minimizes waste.
	4	Work area interfaces with other processes have been organized. Effective procedures exist for removing unneeded items from work area.
	3	Storage areas are organized. Work area organization responsibilities are defined for every area and corner.
	2	Basic organization has removed unneeded items from the work area and created a simple structure for items used regularly.
	1	Needed and unneeded items are mixed together. It is not possible to determine the difference between needed and unneeded items.
S2 – STABILIZE: Work area orderliness to promote flow and ease of use		
Score *	5	Place for everything is clearly defined, and everything continually located in its place.
	4	Visual methods (color coding, outlining, etc) are used to facilitate placement of equipment and supplies. Equipment located for easy access near point of use. Process for resupply is well integrated.
	3	Location and item visual indicators are used for equipment and supplies. Aisles are clearly marked. Some items may be out of place.
	2	Some items and locations may be marked. Difficult to distinguish what goes where and what quantity.
	1	It is not possible to determine what goes where. No items or locations are marked.
S3 – SHINE: Work area daily cleanliness to observe deviations and initiate corrective action		
Score *	5	Cleaning tasks are combined with deterioration prevention methods.
	4	Cleaning tasks and methods are defined and inspection checklists are included. Exceptions drive corrective action.
	3	The work area is cleaned daily, but cleaning tasks and methods are not clearly defined.
	2	Work area, supplies and equipment are clean, but not on a daily basis.
	1	Dust, dirt and grime are evident in the workplace.
S4 – STANDARDIZE: Work area system sets roles & responsibilities and assures adherence		
Score *	5	A management system exists and is used to maintain organization, orderliness and cleanliness.
	4	The first three steps of 5S have become a habit. Deviations drive corrective action with proof.
	3	Cleaning schedules are followed in the work area. Work team has measures with feedback.
	2	Cleaning schedules are followed in some areas, when convenient or ad-hoc.
	1	No cleaning schedules or methodologies exist, or existing schedules are not followed.
S5 – SUSTAIN: Work area discipline to review, maintain and improve standards		
Score *	5	A disciplined system of control and maintenance is in place to assure that sorting, stabilizing, and shining are maintained at the highest possible level. Management is committed and responsible. 5S responsibilities are defined and part of every job.
	4	5S practices and audits are in place. Improvements are identified and implemented. Management provides recognition and rewards in support of 5S.
	3	5S audits are performed in the work area. Improvement areas are identified but not yet implemented. Management actively supports the 5S process.
	2	5S activity is apparent in adjacent work areas. 5S audits performed in some areas. Employees are trained on 5S.
	1	There is no evidence of 5S activity. Some training may have begun.

To calculate your score: _____ (total score) / 5 = _____.

If you score under 4.2 significant opportunity for improvement exists for the area reviewed.