

5S Organizing Checklist

PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- Label the top of board with “5S Organizing” and then create five sections with titles: “Sort”, “Straighten”, “Scrub”, “Standardize” and “Sustain”.
- Have 5S Organizing audio loaded on device and ready to play aloud during the session
- Prepare a copy of the Lean System Primer Part 3 Notes for each person to be trained
- If needed, refresh your own knowledge of waste and root cause – see The Essence of Lean Chapter 6, pp. 65-71.
- Preview listen to the 5 Whys Technique audio

1) Welcome the team and explain the purpose of the session

- Give out the Notes copies
- Explain that the purpose of the session is to provide management personnel with an introduction to 5S Organizing

The objectives of the session are to learn:

a) What is 5S Organizing?

b) How does 5S Organizing contribute to the Lean work improvement method?

c) How to apply 5S Organizing?

2) Listen to audio file: “5S Organizing” (17 minutes, 1 second)

3) Ask them to explain their understanding of “5S Organizing” (in their own words)

4) Discuss each of the five steps in 5S Organizing.

Summarize the discussion of each of the five steps in the form of bullet points on the board under the appropriate heading for that activity.

5) Optional assignment to be completed by _____ (date)

Each attendee must choose a physical area that they have some control over and organize and conduct a 5S Organizing event.