

# 5S Event Checklist

*To ensure that no steps are skipped in the 5S methodology, follow this checklist*



## Form a 5S Team

Establish a dedicated team for the 5S event, consisting of members from the department involved and, if possible, representatives from management. This team will be responsible for planning and coordinating the entire process.

## Planning

Define the objective of the 5S event, set a start date, and a completion date.  
Ensure you have all the necessary tools and resources for the event's success.

## Awareness

Inform all employees in the department about the 5S event, explaining its purpose and expected benefits.  
Involve the staff and gain their support.

## Seiri (Sort)

Identify and classify all items present in the department, separating them into what is necessary and what is not.  
Remove everything that is unnecessary for the daily operation of the department.

## Seiton (Set in Order)

Organize necessary items logically and systematically, making them easily accessible to everyone.  
Label and mark the positions of items clearly and understandably.

## Seiso (Shine)

Thoroughly clean the department, removing dirt, dust, and waste.

Establish a regular cleaning schedule and involve employees in maintaining cleanliness over time.

## Seiketsu (Standardize)

Set clear standards to maintain the department organized and clean.

Create checklists and standard procedures to ensure adherence to the 5S principles.

## Shitsuke (Sustain)

Promote a culture of accountability and discipline in adhering to the 5S principles.

Provide training and incentives to encourage employees to sustain the 5S standards.

## Review and Improve

Periodically conduct 5S audits to assess the effectiveness of the system and identify areas for improvement.

Involve the staff in the review process and take timely corrective actions.

## Monitor Results

Track the results achieved from the 5S event, such as productivity improvements, waste reduction, and increased safety.

Share the successes with all employees to maintain high motivation and commitment to continuous improvement.