

5S Daily Checklist- WORK AREA (5S- SORT, SET, SHINE, STANDARDISE, SUSTAIN)

Month: _____

Items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Team leader's table clean, no unnecessary things present																															
2. All cells clean, waste bins empty & located in designated spot.																															
3. All packing tables clean as per photo displayed																															
4. Brooms present on every table																															
5. All unused fans/heaters & lights turned OFF																															
6. All cardboard waste dumped in master bin outside																															
7. Drilling machine table & surrounding area clean																															
8. All pallets/trolleys sitting in designated area																															
9. All aisles are clean																															
10. Bins & bin lifter sits on green designated spot																															
11. Check if electric connection for ANDON lights, sealer, weigh balance are switched off at the end of shift.																															
12. Bins to be refilled by warehouse dropped off at warehouse pick up point																															
13. No items on EXIT way and near power line																															

Date Opened	<u>5S needs and requirements</u>	Select Code: M= Machine, E= Equipment, T= Tools, C= Consumables, R= Raw Material, I= Information	Actions Taken	Responsibility	Date Closed	Status

Instruction: This Daily 5 S Checklist has to be done by area team leader or designate. Tick ✓ box if all good else put a cross X in the respective box. Mention any needs or requirements in the space provided.

CODE:
 Machine: Any mechanical device used to manufacture product
 Equipment: Tables, benches etc
 Consumable: Any item, other than raw materials, consumed in the job
 Raw material: Items that make up in the finished product.
 Information: Information required to perform tasks.

