

1 Question = $\begin{cases} \text{Min } 0 \text{ points} \\ \text{Max } 10 \text{ points} \end{cases}$

15 5Q's : Max. 50 points

- 1.1. Do we have unnecessary items in the workplace?
- 1.2. Do we have unused/defective machines/utensiles/tools in the workplace?
- 1.3. Do we have unnecessary materials or transport/storage/packaging items in the workplace?
- 1.4. Do we have unnecessary jigs in the workplace?
- 1.5. Do we have unnecessary or outdated information in the workplace?

25 5Q's . Max 50 points

- 2.1. Are all places in the workplace correctly marked/visualized?
- 2.2. Can we know where/when something is missing or in the incorrect position?
- 2.3. Are all ways visualized at the workplace? Are inventory and logistic processes visualized?
- 2.4. Are all machines, tools, jigs, ... correctly visualized?
- 2.5. Do we visualize our work in process?

35 5Q's . Max 50 points

- 3.1. Are all machines, tools, ... clean and free of dirt?
- 3.2. Is the workplace and its surroundings free of dirt?
- 3.3. Are the jigs free of dirt?
- 3.4. Do we have a plan to clean regularly? (checklist)
- 3.5. Are all cleaning tools necessary to clean available?

45 5Q's . Max 30 points

- 4.1. Do we find everything at the indicated and visualized position?
- 4.2. Do we have standard operating procedures (SOPs) and are they consistently followed?
- 4.3. Do we have a cleaning plan and is it visualized and consistently implemented?
- 4.4. Do we have checklists describing the maintenance taking place at the machines/tools/jigs/..?
- 4.5. Do we have standard formulas for information? Are they up to date?

55

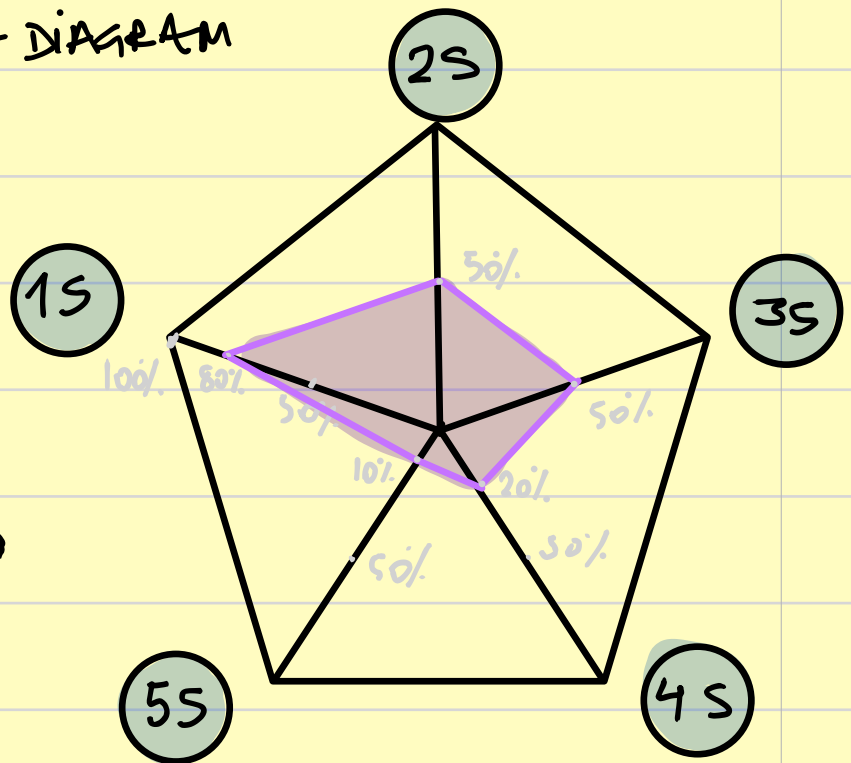
5Q's
max.
50 points

- 5.1. Do we perform 4S consistently?
- 5.2. Do we perform 4S at a platform for continuous improvement? (CPD) in A
- 5.3. Are all process-owners aware of the 5S process? Are they empowered?

- 5.4. Do we perform 5S Audits regularly?
5.5. Do we integrate 5S Audits into the management routine?

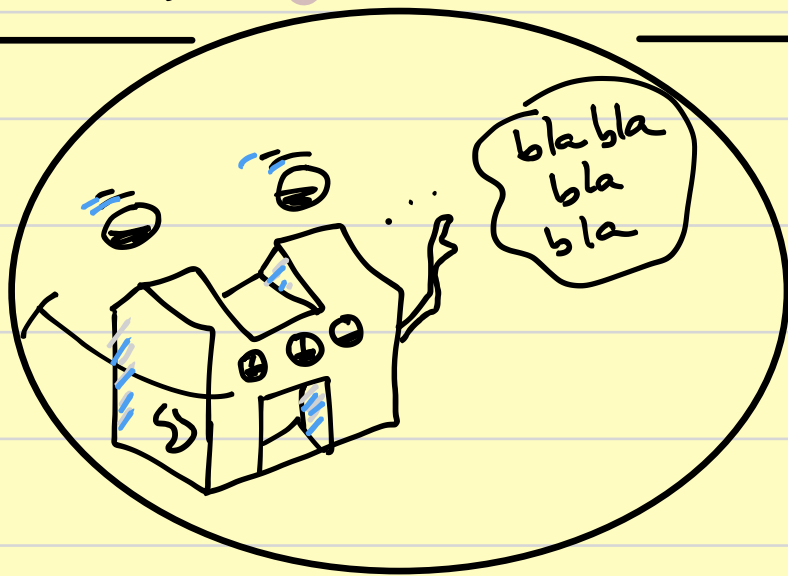
4. Visualization of results. RADAR-DIAGRAM

	1S	2S	3S	4S	5S
Max	50	50	50	50	50
Current	40	25	25	10	5
%	80	50	50	20	10



5. Our goal is to achieve 100% area shaded.
In order to do that, our radar diagram is included as "CHECK" of a (CPD)A.

5S Process



With the 5S Method, we first try to bring the machine to talk to us. And then try to understand what this "talk" is telling us. Then we can improve the value creating process.



Homework: take one workplace (room, kitchen, desk, ...) and perform a 5S Audit with the process owner, make sure you document everything with before/after pictures, represent the q's & answers and the radar diagram. → PDF → send @ H4

