


HOMWORK. Perform the 5S Audit in your kitchen & bathroom @ home. One as process owner, and as auditor.

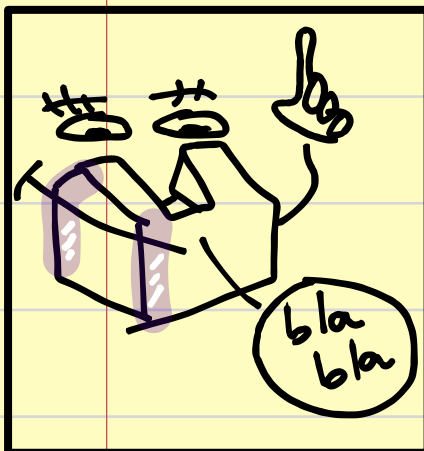
## Implementation Questions of an Audit (5S)

|                                                                                   |                                                         |                                |
|-----------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------|
|  | <p>Go &amp; See the workplace (WP)</p> <p>👁 + 👁 + 📦</p> | <p>1Q = { 0 min<br/>10 max</p> |
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- 1.1. DO WE HAVE UNNECESSARY ITEMS IN THE WP?
- 1.2. DO WE HAVE UNUSED/DEFECTIVE MACHINES/UTENSILES/TOOLS IN THE WP?
- 1.3. DO WE HAVE UNNECESSARY MATERIALS OR TRANSPORT/STORAGE/PACKAGING ITEMS IN THE WP?
- 1.4. DO WE HAVE UNNECESSARY JIGS IN THE WP?
- 1.5. DO WE HAVE UNNECESSARY/OUTDATED INFORMATION IN THE WP?

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- 2.1. ARE ALL PLACES IN THE WP CORRECTLY MARKED OR VISUALIZED?
- 2.2. CAN WE KNOW WHERE/WHERE SOMETHING IS MISSING (SHADOW BOARDS) OR IN THE INCORRECT POSITION?
- 2.3. ARE ALL WAYS VISUALIZED AT THE WP? ARE INVENTORY & LOGISTIC PROCESSES VISUALIZED?

2.4. ARE ALL MACHINES/TOOLS/JIGS CORRECTLY VISUALIZED?

2.5. DO WE VISUALIZE THE WIP (WORK IN PROGRESS)?

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3.1. ARE ALL MACHINES/TOOLS/... CLEAN AND FREE OF DIRT?

3.2. IS THE WP & ITS SURROUNDINGS FREE OF DIRT?

3.3. ARE THE JIGS FREE OF DIRT?

3.4. DO WE HAVE A PLAN TO CLEAN REGULARLY?

3.5. ARE ALL CLEANING TOOLS NECESSARY AVAILABLE?

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4.1. DO WE FIND EVERYTHING AT THE INDICATED & VISUALIZED POSITION?

4.2. DO WE HAVE STANDARD OPERATING PROCEDURES (SOP) AND ARE THEY FOLLOWED?

4.3. DO WE HAVE A CLEANING PLAN AND IS IT VISUALIZED AND CONSISTENTLY IMPLEMENTED?

4.4. DO WE HAVE CHECKLISTS THAT VISUALIZE THE MAINTENANCE PERFORMED ON

MACHINES / TOOLS / JIGS / ...?

4.5. DO WE HAVE STANDARD FORMULARS FOR INFORMATION? ARE THEY UP TO DATE?

5S

- 5.1. DO WE PERFORM 4S'S CONSISTENTLY?
- 5.2. DO WE INTEGRATE 4S'S INTO (CPD)<sub>NA</sub>?
- 5.3. ARE ALL PROCESS OWNERS AWARE OF 4S'S?
- 5.4. DO WE PERFORM 5S AUDIT REGULARLY?
- 5.5. DO WE INTEGRATE 5S INTO NGMT ROUTINE?

## 5.2. 5S.CPD<sub>NA</sub>

