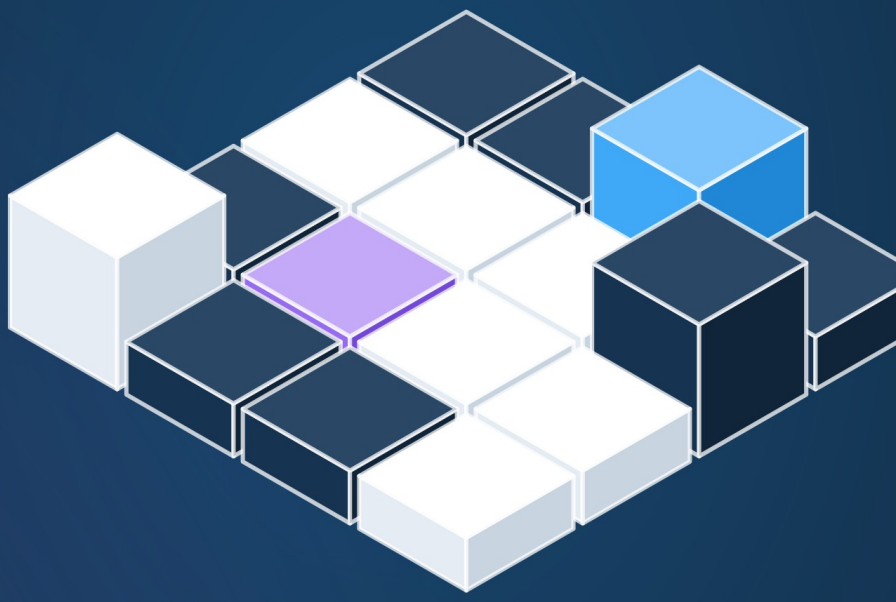
OPERATIONS INSIDER

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# THE MANAGER'S 5S QUICK START CHECKLIST

Score one area in fifteen minutes, with a number you can repeat.



**COUNT WHAT IS WRONG. DO NOT RATE HOW IT FEELS.**

START HERE

# How to Use This Check

One area, one walk, the people who work there. Fifteen minutes is enough.

| WALK | COUNT | ACT |
|---|---|---|
| Go to the area with the team, not to a meeting room. | Count deviations per question. Do not judge an impression. | Log the three findings that cost the most time. |

> **WHY COUNTING BEATS RATING**
>
> **Count deviations, do not rate impressions. Two auditors who walk the same area must arrive at the same number, and counting is the only way that happens.**

## The Scoring Scale

| POINTS | YOU COUNTED | WHAT IT MEANS |
|---|---|---|
| 4 | **0 deviations** | The standard is met everywhere you looked. |
| 3 | **1 deviation** | One clear exception. Correct it during the walk if you can. |
| 2 | **2 deviations** | A pattern is forming. The standard is drifting. |
| 1 | **3 deviations** | The standard is not being held in this area. |
| 0 | **more than 3** | No working standard. Treat this as a restart, not a fix. |

Ten questions, four points each, forty points possible. The same scale runs through the Starter Kit and the Excellence Bundle, so the number you write down today stays comparable to every audit you run later.

THE CHECK

# Ten Questions, One Area

Score every question in one pass. Write what you counted, not what you thought.

| 5S | CHECK POINT | SCORE | WHAT YOU COUNTED |
|---|---|---|---|
| Sort | Only what the current job needs is at the workplace. | | |
| Sort | Broken, obsolete and unidentified items are gone or tagged. | | |
| Set in Order | Every item that stays has one defined, marked place. | | |
| Set in Order | Stock levels and storage positions are marked where it matters. | | |
| Shine | Area, equipment and floor are clean, and abnormalities are visible. | | |
| Shine | Cleaning equipment is complete and kept in the area. | | |
| Standardize | A written or visual standard for the area exists and is posted. | | |
| Standardize | Ownership and audit frequency are defined and known. | | |
| Sustain | People follow the standard without being reminded. | | |
| Sustain | Findings get an owner and a date, and they close. | | |

| POINTS | OUT OF | PERCENTAGE |
|---|---|---|
| | 40 | |

CLOSE THE LOOP

# The Three That Cost You Most

A finding without an owner and a date is a comment, not an action.

| NO. | FINDING | ACTION | OWNER | DUE |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

**BEFORE YOU LEAVE THE AREA**

**Agree the date of the next check with the area owner while you are both still standing in the area.**

## What to Do Next

| STARTER KIT | EXCELLENCE BUNDLE |
|---|---|
| Twenty-five scored questions, a dashboard, an action tracker and a four-week start plan for one area. | Four area types, the shift handover check, red tags, cleaning plans, standards, the playbook and a ready training deck. |

Both are available at operationsinsider.com.