

5S Levels of Achievement Grid

Check a box for each category.

	Sorting	Simplifying	Sweeping	Standardizing	Self-Discipline
Level V Continuously Improve	Cleanliness problem areas are identified and mess-prevention actions are in place	Map has been created for each item in storage room showing general location and layout of materials and can be retrieved quickly with minimal effort	Potential problems are identified and countermeasures are documented	Reliable methods and standards are shared throughout similar work areas	Root causes are eliminated and improvement actions focus on developing preventive methods
Level IV Focus on Reliability	Work area has documented housekeeping responsibilities and schedules, and the assignments are consistently followed	Items move from storage to use; visual control created to identify point of use	Inspection of area occurs daily, and work areas and equipment are restocked and organized	Reliable methods and standards are adhered to by all members of the work group	Sources and frequency of problems are documented as part of routine work, root causes of noncompliance are identified, and corrective action plans are developed
Level III Make it Visual	Initial cleaning has been completed; items are disposed of according to auction disposition	Needed items are outlined, dedicated locations are properly labeled, and required quantities are determined	Visual controls and indicators are established and marked for the work area equipment, files and supplies	Documentation for all visual controls exists	Work group routinely checks area to maintain 5S agreements
Level II Focus on Basics	Needed and not-needed items are identified, and those not needed are removed from work area	Needed items are stored and organized according to frequency of use	Work group has agreed on items to be checked, and acceptable performance levels documented	Work group has documented agreements for needed items, organization and work area controls	Documentation of completed 5S is posted in work area; 5S is incorporated into new-staff orientation
Level I Just Beginning	Necessary and unnecessary items are mixed together throughout the work area	Items needed are located in various places throughout the work area	Key work items are missing and current location is not known	Standards for work area organization are not followed or documented	Work area checks are not done regularly, and there is no visual measurement of 5S performance