

## 6S Template

This tool is used to eliminate waste in your workspace to enable value-added performance. By applying the 6S' you will organize, eliminate unneeded materials and enable the continued maintenance of the improved workspace.

**SORT:**

Needed vs. Not-Needed	Today			
Unneeded equipment, tools & furniture				
Unneeded items on walls, bulletin boards, etc.				
Items present in aisles, corners, stairs, etc.				
What hazards exist?				

**SET IN ORDER:**

A place for everything...	Today			
Correct place for items not obvious				
Items are not always in the right place				
Aisle ways, workstations, equipment locations not identified				
Items are not put away immediately after use				
Height and quantity limits are not obvious				
What hazards exist?				

SHINE:

Clean!	Today			
Shelves, floors, walls, stairs and surfaces are not free of dirt or dust				
Paint is chipped, ceiling & floor tiles broken or stained				
Equipment is not kept clean, free of dirt and dust				
Lines, labels, signs are not clean/broken				
What hazards exist?				

STANDARDIZE:

Keep it Simple	Today			
Necessary information is not visible				
All standards are not known and visible				
Checklists don't exist for all cleaning and equipment maintenance				
All quantities and limits are not easily recognizable				
How many items can't be located in 30 seconds?				
What hazards exist?				

SUSTAIN:

Stick to the Rules!	Today			
Number of people who work in the space were not involved in 6S				
Number of times in the last week daily 6S checklist not performed				
Number of times supplies not neatly stored				
Number of times job aids are not available or up to date				
Number of times daily 6S check not performed				
What hazards exist?				

BEFORE/AFTER PICTURES: