



## **5S SELF ASSESSMENT SURVEY**

**PLEASE RETURN YOUR COMPLETED SURVEY TO: [RON@MACKLINCONSULTING.COM](mailto:RON@MACKLINCONSULTING.COM) or FAX: 1.312.803.2270**

Whether you are a new Plant Manager trying to set a new, safe, clean and efficient 5S culture for your regime or a tenured executive at the same plant for many years; it's always a good idea to take a moment to evaluate how your operations measure up to the "Best in Class".

This self assessment will give you an idea of what companies who already have 5S as part of their day to day operations consider important in sustaining a self motivated workforce focused on safety, cleanliness and efficiency.

- 1) If a customer or corporate visitor were to unexpectedly tour your facility today, would you be:  
Proud                       Concerned                       Embarrassed
- 2) When you tour your facility with your direct report, you point out areas of disorder:  
Always                       Often                       Never
- 3) When you find an area that is dirty or messy or unsafe, you:  
Ignore it                       Approach the employee                       Write it down for later
- 4) What do you believe is your employees' general attitude towards a safe and ordered work station?  
Care less                       Care but don't act until asked                       Clean before told to
- 5) How many minutes at the end of a shift are lost to "cleaning up"?  
< 15                       15 - 30                       > 30
- 6) Plant doorway entrances are usually problem areas. How would you rate yours?  
Clutter free                       Some items that shouldn't be there                       Dangerous
- 7) If a new employee had to find a fire extinguisher today, would he see:  
Red paint on posts at line of sight                       Red squares on the floor area                       equipment on the square
- 8) The concept "a place for every part" is  
Present in my shop                       some-what existent                       Not at all installed
- 9) Your equipment is  
Close to spotless                       Could be spruced                       Has dirt from 1999 on them



- 10) Some people are packrats are collect things at their desk, your employees stations have:  
Only what they use       what they need + other tools       Calendars from 2003
- 11) When you observe your employees' work stations, how much time do they spend looking for tools?  
< 3 minutes/hr       4 to 9 minutes/hr       > 10 minutes/hr
- 12) You have pictures of what the "safe and efficient" workstation should look like posted somewhere:  
By line or dept       in some cases       No but would be nice!
- 13) Employees have participated in devising a checklist for them to keep workstations in order  
Yes and use it       had it but never use it       Never had one
- 14) How receptive to change would you say your employees are?  
They'll cooperate if I sell the idea       will do it, no problem       they like their mess
- 15) Do you have a slow(er) season when you could schedule a kaizen week for a pilot area?  
Yes       It's important, we can do OT       No, but I don't need to be embarrassed again next time corporate visits
- 16) What area of your facility has the most receptive people and needs a quick turnaround?  
\_\_\_\_\_
- 17) What is your biggest concern with trying to do a 5S Kaizen Event on your own?  
I'll invest time and not get expected return       I fear total chaos       I've never done one
- 18) Would you ever hire a consultant to facilitate a kaizen event for you and count on them to:  
Motivate your people       Stay focused on the deliverable for the week   
Leave results that can be sustained       give you references of past 5S clients



We hope this self assessment survey has been informative for you. If you find, like many others have, that you are far from the ideal state, we encourage you to contact us.



You can rest assured that we have done this many times and have been very successful at achieving the desired results – A self directed workforce that take s pride in keeping its areas clean, and optimized for safety and productivity.

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