

HOMWORK DAY-1

Note: Your home is your work place for 5-S implementation. Guide your family members on 5-S. Tell them the difference between 5-S and house keeping. Take the initial photographs of present position. (Rest assure, your this photographs will not be shown to any one. This will help us to see that how much improvement you have done with your family members. Based on the improvements, marks will be given for implementation of 5-S in your home.

Max Marks 50

No. of photographs	Marks
below 50	10
50 – 75	20
75 – 100	35
above 100	50

HOMWORK DAY-2

Divide the total area of your home = number of members in your home. Each one will be responsible for that zone.

Now identify the common areas and no man's land in your home. Minimum 20

Distribute the above areas among the member of your house. In case you are alone at Home then imagine that you are having 3 more persons in your home. And do the exercise accordingly.

Let each one prepare the checklist of his her own areas+ given area(common areas or/and no man's land). Minimum number of own areas – 50, given areas - 20

Also make the checklist of hidden areas for own areas – 10 and in given areas – 5

Maximum Marks 100

5-S SELF AUDIT

FIVE 'S' AUDIT SHEET (OFFICE)

Gr-oup	Check Item	Sl. No.	Evaluation Criteria	Date of weekly audit				
A	Lockers	1	No irrelevant material kept					
	File Cabinets	2	Proper Arrangement					
	Almirah	3	No loose paper kept in the file					
	Side Racks	4	Filing index					
B	Desks	5	No paper to be placed below the glass top					
		6	Prefixed location for telephone, desk calender, tray, etc.					
		7	Proper arrangement of items in table drawers					
		8	No irrelevant paper to be kept in tray					
		9	Standard paper weight to be used					
C	Standard for Disposal	10	Standards to be fixed for disposal of documents					
D	Visual Control	11	Irrelevant items or documents can be identified at a glance					
		12	Calender and all visual displays of the room should be updated					
		13	Prefixed location for tools, instruments					
		14	Prefixed location for first aid box					
E	Storage Labels	15	Labeling of lockers, file cabinets, almirah for immediate identification					
F	Labels for Documents	16	Everything is clearly identified					
G	Orderly Storage	17	Everything is stored in a fixed place					
		18	Old records are kept with proper identification					
H	Aisles and Display Areas	19	All dividing lines and notice boards are clearly indicated					
I	Floor	20	Condition of floor					
		21	Cleaning of floor					

Gr- oup	Check Item	Sl. No.	Evaluation Criteria	Date of weekly audit				
J	Dust and Dirt	22	Windows, window sills and shelves, corners of the wall, ceiling, grill etc. are clean					
K	Waste Basket	23	Prefixed location for waste box					
		24	System for getting rid of waste paper					
L	Cleaning	25	of name plate and door closer					
		26	of painted walls, doors and windows					
		27	of fans and tubelights					
M	Ventilation	28	Ventilation system is proper, air is clean and odourless					
N	Lighting (Electrical)	29	Electrical fitting are properly maintained					
		30	Angle and intensity of illumination are proper					
O	Furniture	31	Condition of table and chair					
P	Toilets	32	No water leakages					
		33	No foul odour					
		34	Ventilation system is proper					
		35	Clean					
Q	Tea Rooms	36	No foul dour					
		37	General cleaning and neatness					
R	Participation	38	Participation of all employees at Five S activities					
S	Retreability	39	Retrievability of all items/files in one minute					
T	Rules	40	All rules and regulations are strictly observed					
			Total					

Marking Criteria

- 1 = Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

Sub.Zone Leader
Signature

Area Convenor
Signature

Note: It is a sample audit sheet. Please make it in accordance with your area.

5-S SELF AUDIT SHEET FOR PLANT

Gr-oup	Check Item	Sl. No.	Evaluation Criteria	Date of weekly audit				
A	Parts & Material	1	Stocked spares/parts besides work in progress					
		2	Proper Identification					
		3	Proper place to be assigned for To be repaired, To be replaced, Disposable and defective items					
B	Machine & Equipment	4	Labelling of equipment					
		5	Affixing of danger mark on all unsafe places					
		6	Whether proper guards are placed					
		7	Equipments are kept clean					
C	Visual Control	8	All unnecessary item can be distinguished at a glance					
D	Standard for disposal	9	There are clear standards for disposal					
E	Storage Labels	10	Stocking and storage at prefixed location					
		11	Stocking of items in almirahs and tool boxes					
		12	Labelling of lockers and almirahs for immediate retrieval					
		13	Size of storage space is limited with clear indication for min. & max. quantity					
F	Ease of use	14	Storage is designed for easy and faster access					
G	Orderly Storage	15	Every thing is stored in a fixed location					
H	Aisles & display Areas	16	All dividing lines, path ways and notice boards are clearly demarcated					
I	Floors	17	There are no grooves, cracks or bumps on the floor which hinder work or safety					
		18	The floor is always clean (bolts, nuts, components papers and other materials are not found on the floor)					
J	Working Area	19	Cleanliness and neatness					
		20	Lighting and ventilation					
		21	Safety measures are proper & Noise level with in control					

Gr-oup	Check Item	Sl. No.	Evaluation Criteria	Date of weekly audit				
K	Lubrication	22	Lubrication points lubrication schedules marked nearby					
		23	Lubricant identification marking & oil spillage tray are provided					
L	Waste Storage	24	System of waste storage and removal					
M	Lunch Room	25	No spillage of water inside the lunch room					
		26	No foul odour					
		27	Lighting and ventilation system is proper					
		28	To ensure general cleaning & neatness					
N	Water Taps	29	Neat & Clean					
		30	No water leakage					
		31	Sign board for drinking water & display of water conservation related slogans					
O	Toilets	32	No water leakage					
		33	No foul odour					
		34	Lighting and ventilation system					
		35	General cleaning and neatness					
P	General Alertness	36	Use of safety appliances by all employees					
Q	Uniform	37	Wearing uniform has become a habit					
R	Participation	38	Participation of all employees in Five 'S' activities					
S	Retrievability	39	Retrievability of all items in one minute					
T	Rules and Regulation	40	All rules and regulation are strictly observed					
			Total					

HOME WORK DAY 3

Max. Marks 100

1. Do self audit of your home for any two sub zones based on self audit sheet developed by you. **50 marks**
2. Develop 25 standard practices for your home 2 marks per accepted standard practice developed by your team from home.

Maximum 50 marks

HOME WORK DAY - 4

Implement 5-S in your home. Take the photos of improvements. Send us the photos for each improvement through “Before and After in one ppt” like shown below:

Max Marks 100

No of PPTs	Marks
Below 20	10
20 – 30	30
30 – 40	50
40 – 50	70
50 and above	100

