



5-minute 5S

Department:	Zone:	Week of:
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Each zone owner must complete and initial. See Zone assignment sheet for your assignment.

		SUN			MON			TUES			WED			THURS			FRI			SAT		
		Day	Evening	Night	Day	Evening	Night	Day	Evening	Night	Day	Evening	Night	Day	Evening	Night	Day	Evening	Night	Day	Evening	Night
SORT																						
SET IN ORDER																						
SHINE																						
Initials:																						

INSTRUCTIONS

- 1) The 5 Min 5S Checklist is to be completed and signed off on by the zone owner(s).
- 2) Zone owners are accountable for ensuring that each item is completed and appropriate action taken.
- 3) A monthly audit will be conducted by an external audit team and will include ensuring the days are all covered and completed as signed.