

MINISTRY OF HEALTH & FAMILY WELFARE

QUALITY IMPROVEMENT SECRETARIAT

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“5S” COMPETITION

5S SCORE CARD

NAME OF THE FACILITY:

NAME OF THE QIC /WIT:	DATE OF EVALUATION :
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SI#	DESCRIPTION	MAX MARKS	AWARDED MARKS	REMARKS
1	5S LEADERSHIP OF THE WIT leader			
1.1	5S understanding of WIT member / others : <ul style="list-style-type: none"> ▪ General Awareness ▪ Involvement 	15		
1.2	5S in daily activities – personal	15		
1.3	5S is included as a part of monthly progress review : <ul style="list-style-type: none"> ▪ Evidence of discussions (Agenda, minutes etc) ▪ Evidence of follow up 	15		
1.4	5S activities observed by WIT leader <ul style="list-style-type: none"> ▪ Evidence of regular meeting minutes ▪ Evidence of follow up on observations (reports etc) 	15		
1.5	First impressions to a visitor : (professional, inviting impressive) <ul style="list-style-type: none"> ▪ Entrance ▪ Work area 	15		
1.6	Special / innovative 5S activities : <ul style="list-style-type: none"> ▪ 5S excitement activities ▪ 5S activities in homes of employees ▪ 5S promotion in other external organizations 	25		
	TOTAL	100		
2	SORT			
2.1	Floor area free of unwanted items :	25		
2.2	A system is in place to detect unwanted stocks	15		
2.3	Tops and insides of all cupboards, shelves, tables, drawers etc. Free of unwanted items	30		
2.4	Items are stored according to frequency of use	25		
2.5	Clear concept of SORT	10		
2.6	Walls are free of old posters, calendars, pictures	15		
2.7	Notice Boards are free of old notices : <ul style="list-style-type: none"> ▪ No old notices ▪ “Remove by” dates marked ▪ Person responsible marked 	25		

2.8	Rules for disposal are evident and are adhered to : <ul style="list-style-type: none"> ▪ Red labeling being done ▪ Disposal standards maintained ▪ Regular cleaning of all storage areas ▪ Regular removal of waste bins 	30		
2.9	There is a general clutter free appearance	25		
	TOTAL	200		
3	SET			
3.1	Direction indicators are available to all facilities from the entrance onwards	30		
3.2	All items of equipment have identification labels (inventory labels)	30		
3.3	All rooms, cubicles and similar areas are clearly numbered or named	25		
3.4	All equipment / tools / files etc. are arranged according to the 'can see', 'can take out', 'can return' principle File index maintained : <ul style="list-style-type: none"> ▪ Outlines marked (or reserved seat strategy in place) ▪ List displayed ▪ Filing cabinets labeled ▪ Pictorial lists on cupboards ▪ Office file index available 	50		
3.5	X – axis, Y – axis alignment is evident in placement of all equipment, labels, trolleys, notices etc. <ul style="list-style-type: none"> ▪ All posters, paintings, charts, photographs ▪ All tables, cupboards, machines etc. 	25		
3.6	There are 'Visual control' methods :	25		
3.7	Specific areas are demarcated for garbage / rejects / waste etc.	25		
3.8	Switches, fan regulators, controls etc, labeled.	25		
3.9	All cables, wires, pipes etc. are neat and straight	20		
3.1 0	Color coding is used effectively for easy identification	25		
3.1 1	There is a general appearance of orderliness and ability to find any item / document without delay.	20		
	TOTAL	300		
4	SHINE			
4.1	Cleaning responsibility (SOP of house keeping) maps and schedules are available: <ul style="list-style-type: none"> ▪ Cleaning responsibility ▪ Cleaning schedules displayed 	25		
4.2	Waste bin strategy is implemented : <ul style="list-style-type: none"> ▪ Bins at regular intervals ▪ Marked 	20		
4.3	Floors, walls, windows etc. are maintained at a high level of cleanliness : <ul style="list-style-type: none"> ▪ Floors ▪ Walls ▪ Windows, doors 	35		
4.4	Use of adequate cleaning tools is evident : <ul style="list-style-type: none"> ▪ Evidence of appropriate tools ▪ Checklist of tools 	20		
4.5	Storage of cleaning tools well done :	10		
4.6	Machines, equipment, tools, furniture maintained at a high level of cleanliness :	30		

4.7	Daily self cleaning (3 min / 5 min) is practiced : <ul style="list-style-type: none"> ▪ Daily activity ▪ Checklist is used 	30		
4.8	Monitoring system in place	10		
4.9	There is a general appearance of cleanliness all round :	20		
	TOTAL	200		
5	STANDARDIZED			
5.1	All 5S procedures are standardized	15		
5.2	All basic office systems are standardized (dating, letters, reports etc.)	15		
5.3	Checklists are used to regularly inspect	15		
5.4	All labels, notices are standardized	15		
5.5	Standard warning signs : <ul style="list-style-type: none"> ▪ Prohibition signs ▪ 'Must do' signs ▪ 'Danger' signs ▪ 'Safe way' signs 	10		
5.6	Standardized checking procedure is adopted	10		
5.7	Innovative visual control methods are implemented	20		
	TOTAL	100		
6	SUSTAIN			
6.1	There are 5S posters and 5S point of work reminders : <ul style="list-style-type: none"> ▪ Posters at workplaces ▪ Point of work reminders 	20		
6.2	There is a system of strict discipline and encouragement with 'good point' and 'bad point' stickers	20		
6.3	Self discipline amongst the staff is evident	20		
6.4	There are 5S teams engaged in 5S projects : <ul style="list-style-type: none"> ▪ Small group activities (e.g. QCC) ▪ Kaizen/PDCA suggestion schemes ▪ Team projects 	20		
6.5	Patrol/ Monitoring team is active	20		
	TOTAL	100		
	GRAND TOTAL	1000		

Name of the Evaluators... ..

Signature:

Name of the WIT leader :

Signature: