**6S Project Check List**

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| ***Value of 6S*** | ***6S*** | | ***Definition*** |
| 6S comprises principles to make people highly efficient and effective in their work.   1. Sort: Keep near you only what you regularly use 2. Streamline: Find what you need to use in less than 30 seconds 3. Shine: Have workplace and equipment ready for immediate use 4. Standardize: Everyone does each job in the same way and is challenged to improve it 5. Sustain: Everyone does their part to foster a safe, efficient and effective workplace   6S byproduct is creating an organized environment where employees act like owners. | ***Sort*** | Take time to distinguish what is needed vs. unneeded - eliminate unneeded | | |
| ***Streamline*** | Place the things that create value in a place for easy and immediate retrieval | | |
| ***Shine*** | Keep resources clean and up-to-date | | |
| ***Standardize*** | Maintain standards for organizing information and resources | | |
| ***Safety*** | Taking time to consider and reduce information and resource risks | | |
| ***Sustain*** | Culture takes ownership for maintaining procedures for sorting, streamlining, shining, standardizing, and keeping the environment safe. | | |

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| Sort | Streamline | Shine | Standardize | Safety | Sustain |
| * Take pictures of the area before Sort begins | * Set goal to find exactly what staff need to use in less than 30 seconds | * Agree on what keeping tools and resources clean means | * Agree on standard operating procedures for organizing information and resources | * Ask staff to brainstorm and ID what information needs to remain private and other risks lurking within the work place | * Schedule 6 Events based on schedule right for your area: Daily, Weekly, Monthly, Quarterly, Bi-Annually, Annually |
| * Teach staff 6S | * Pilot putting things in optimal places until you can access in 30 seconds | * Empower all to keep resources clean | * Set acceptable and clear standards that staff help define to maintain our work environments | * Prioritize risks | * **Celebrate each time and give recognitions** |
| * Teach staff 8 forms waste | * Communicate and share learnings | * Hold each other accountable |  | * Develop proactive mitigation strategies | * Ask employees to help hold one another accountable |
| * ID non value items | * Institute new process |  |  | * Place predictive or inspection control – inspect what you expect |  |
| * Sell, donate, properly dispose of non-value creating items | * Communicate changes |  |  | * Keep visual actual risks incurred, # occurrences, and actions taken to eliminate root cause |  |
| * Take pictures - Celebrate | * **Schedule next streamline** |  |  |  |  |
| * Schedule next sort |  |  |  |  |  |