

COMPETITIVE EDGE: Workplace Activity Document

5S – Set in Order

Area: _____ Date: _____

Names: _____

A Place for Everything – and Everything in its Place

No.	Item	Storage Method	Location	Visual Controls	Who	When	Done
1.							
2.							
3.							
4.							
5.							
6.							

Easy to See
Easy to Use

Easy to Return
Easy to Tell when Missing