Example 5S Rules

Typical rules could include items such as the following:

- All waste to go into the waste bins.
- Remove rework as soon as possible.
- No personal belongings in the workplace.
- Return all equipment and tools to their proper storage place.
- Return all packaging material at the end of the shift.
- Clean any spillage immediately.
- Clean the work area at the end of the shift.
- Close all doors and windows to prevent dust from entering.
- Keep tables and desks free of paperwork.
- File all documents immediately.
- Clean up after maintenance work.
- Remove all dated memorandums from the notice boards every Friday.

Copyright © citrus academy