STANDARD OPERATING PROCEDURE

5S Workplace Organization SOP

Document no.	SOP-MFG-010
Revision	1.0
Owner	Continuous Improvement Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To keep work areas organized, clean and standardized so waste, safety hazards and wasted motion are reduced, and to sustain the improvement through regular audits and team accountability.

2. Scope

Applies to 5S activity in production work areas, including sorting, organizing, workstation tidiness and audit cycles. Deep equipment cleaning and sanitation procedures are covered by a separate SOP.

Definitions

Red tag	A tag placed on an item of uncertain need during the sort phase, pending a decision to keep, relocate or remove it.
Shadow board	A board with tool outlines showing exactly where each tool belongs, making a missing tool immediately visible.
5S audit	A scheduled scored walkthrough of an area against the 5S standard, used to track and sustain performance over time.
Visual standard	A photo or diagram posted at the workstation showing what the area should look like when it meets the 5S standard.

3. Responsibilities

Production Operator	Sorts and organizes their own work area, maintains the daily standard, and participates in audits.
Area Lead	Coordinates red-tag disposition, assigns tool and material locations, and supports the team during audits.
Continuous Improvement Coordinator	Schedules audits, scores areas, and facilitates kaizen events to update standards.
Production Supervisor	Reviews audit results, addresses recurring findings, and recognizes high-performing areas.

RACI matrix

Activity	Production Operator	Area Lead	Continuous Improvement Coordinator	Production Supervisor
Sort and red-tag unneeded items	R/A	C	I	I

Activity	Production Operator	Area Lead	Continuous Improvement Coordinator	Production Supervisor
Set locations and label workstations	R	R/A	C	I
Conduct the scheduled 5S audit	C	C	R/A	I
Address audit findings	R	R	C	A
Update standards during kaizen events	C	C	R/A	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Red tags and a red-tag holding area
- Shadow boards, labels and floor marking tape
- 5S audit checklist and scoring sheet
- Camera for before/after and standard photos
- Team communication board

Personal protective equipment

- Safety glasses
- Gloves appropriate to the area
- Non-slip footwear

5. Procedure

Step	Task	Owner	Done
5.1	**Sort and red-tag unneeded items** Operator reviews the work area with the area lead and places a red tag on any tool, material or fixture whose need is uncertain.	Production Operator	☐
5.2	**Dispose of red-tagged items** Area lead reviews red-tagged items at the holding area and decides to return, relocate, or remove each one within the agreed timeframe. **Checkpoint:** Every red-tagged item has a documented disposition within the agreed timeframe.	Area Lead	☐
5.3	**Assign a home location for tools and materials** Area lead assigns a labeled home location for each remaining tool and material, using a shadow board for hand tools where practical.	Area Lead	☐
5.4	**Mark floor locations and aisles** Operator applies floor tape to mark material locations, walkways and equipment footprints per the site's floor marking standard.	Production Operator	☐
5.5	**Wipe down the workstation and equipment exterior** Operator wipes down workstation surfaces and the exterior of equipment at the end of each shift as part of the daily 5S standard.	Production Operator	☐
5.6	**Inspect for leaks or wear while tidying** Operator uses the daily wipe-down as an opportunity to look for leaks, loose guards or wear that might otherwise go unnoticed, and reports findings to the area lead.	Production Operator	☐

Step	Task	Owner	Done
5.7	**Document the standard layout** Continuous improvement coordinator photographs the organized area once it meets the standard and posts the photo as the reference for that station.	Continuous Improvement Coordinator	☐
5.8	**Post visual standards at the workstation** Area lead posts the visual standard, labels and any checklist at the workstation so anyone can see at a glance whether the area meets the standard.	Area Lead	☐
5.9	**Conduct the scheduled 5S audit** Continuous improvement coordinator walks the area against the audit checklist on the scheduled interval and scores it against the posted visual standard. **Checkpoint:** Every scheduled area is audited and scored against the checklist on the planned interval.	Continuous Improvement Coordinator	☐
5.10	**Post audit results on the team board** Coordinator posts the area's score and any specific findings on the team communication board for visibility.	Continuous Improvement Coordinator	☐
5.11	**Address audit findings** Area lead and operator correct any finding from the audit and confirm the correction with the coordinator before the next scheduled audit.	Area Lead	☐
5.12	**Recognize sustained performance** Production supervisor recognizes teams or areas that sustain a high 5S score across multiple audit cycles.	Production Supervisor	☐
5.13	**Update standards during kaizen events** Coordinator revisits and updates the visual standard and layout during kaizen events when the process, equipment or product changes.	Continuous Improvement Coordinator	☐

6. Quality checks

- Every red-tagged item has a documented disposition, none left sitting indefinitely.
- Audit scores are tracked over time for each area, not just recorded once.
- Findings from one audit are corrected before the next scheduled audit.
- Visual standards posted at the workstation match the actual current layout.

7. Records

- Red-tag disposition log
- 5S audit checklists and scores
- Visual standard photos
- Kaizen event updates to the standard

8. KPIs

- Average 5S audit score by area
- Percentage of red-tagged items dispositioned within the target timeframe
- Audit findings closed before the next audit cycle
- Number of areas sustaining a top score across consecutive audits

9. Common mistakes

- Letting red-tagged items sit in the holding area with no decision made.
- Treating 5S as a one-time cleanup instead of a sustained daily habit.
- Auditing against a visual standard that is out of date with the current layout.
- Fixing an audit finding just before the audit instead of maintaining the standard daily.
- Skipping the wear and leak check because the wipe-down feels like just cleaning.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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