

STEP 1: SORT REFERENCE FORM

GOAL: Eliminate nonessential workplace items

Work Area

Date

Initials

Sort Checklist

Workplace photographed prior to 5S implementation

Red-tagging supervisor selected

Duty tasktimes recorded prior to implementation

Logbook created for red-tagging records

Criteria established and time allotted for sorting

Red-tag zones designated near work areas

Work-area red-tag zones well marked

Nonessential items red-tagged for removal

Nonessential items in work area red-tag zones

Logbook updated

Central red-tag zone established and marked

Red-tag zone storage times established

Duty task times recorded

Regular Work Duty Task Times

Name	Duty	Time (Min:Sec)