

## STEP 4: STANDARDIZE REFERENCE FORM

GOAL: Establish a formal 5S System policy

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**Work Area**

**Date**

**Initials**

### Standardize Checklist

- Review current visual communication standards
- Set visual communication standards for conformance and uniformity
- Document new visual communication standards
- Post new standards at all locations where labels and signs are made
- Assure supplies and printers are available to produce proper labels
- Meet with employees regularly to review 5S
- Implement manager-approved ideas immediately
- Continual adjustments made, allowing 5S to evolve
- Involve other facility system leaders (such as “ISO” managers)
- Duty calendar updated for suitable long-term use
- Workers notified of newly implemented standards
- Managers notified of all standards
- All standards properly posted near areas of use and coverage
- Input continually sought from workers
- New worker training formally incorporates 5S education
- Record duty task times
- Photograph current work area conditions

