

# STEP 5: SUSTAIN REFERENCE FORM

**GOAL:** Formalize 5S System work area policy

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**Work Area**

**Date**

**Initials**

## Sustain Checklist

Provide employees inspection and meeting calendar

Hold scheduled work area meetings and inspections

Continue to document worker feedback

Communicate successes with awards and banners

Consider implementing an internal 5S publication

Continue to regularly meet with other 5S team leaders

Rotate facility-wide 5S team leader management duties

Record duty task times periodically

Photograph work area conditions periodically

Store 5S records in a scrap book or electronic file

Include photographs in progress reports

Review facility progress

Periodically post results on facility-wide "Achievement Board"

Periodically review 5S team leader duties

