5S Daily Routine

1. Purpose and scope

Every area is sorted, set in order and cleaned on the same schedule by the same people. This SOP sets a short daily routine so that 5S does not depend on an audit visit.

Item	Detail
Applies to	Factories, workshops and stores
Done by	Area owners, operators and supervisors
Owner	Plant head or production manager
Time target	Set by the plant for each area
Review	Every 6 months and after any audit finding

2. The steps

1. **Name an owner for each area.** Each area has one named owner on every shift. A name on the board works better than an area that everyone owns.
2. **Sort at the start of the shift.** Remove what the work does not need today, such as broken tools, extra material and old paperwork. Put it in the red-tag area.
3. **Decide red-tag items in 24 hours.** The supervisor decides within 24 hours whether a tagged item is used, moved or discarded.
4. **Set in order.** Every tool and material has a marked place with a label. A new worker can find it without asking.
5. **Clean as you inspect.** Wipe the machine and the floor around it for 10 minutes. Note leaks, loose parts and damage found while cleaning.
6. **Report what cleaning finds.** Tell the supervisor or write it in the log. Cleaning that finds a leak and says nothing is not finished.
7. **Keep the standard visible.** A photo of each area as it should look goes on the board.
8. **Do a 2-minute check at the end of the shift.** The owner compares the area with the photo, fixes the gaps and signs.
9. **Review weekly.** The production manager walks two areas each week with the area owners and picks one fix to make.

3. 5S daily checklist

Print this, keep it on the area board and tick it for every shift during the first two weeks.

- ☐ Area owner named on the board
- ☐ Unneeded items removed and red-tagged
- ☐ Red-tag items decided within 24 hours
- ☐ Every tool and material in its marked place
- ☐ Machine and floor cleaned
- ☐ Leaks or damage found were reported
- ☐ Photo of the standard on the board
- ☐ End-of-shift check against the photo
- ☐ Owner signed the sheet
- ☐ Weekly walk done with one fix chosen

4. Where this can break

Any SOP template lists the steps. These are the points where a busy area can slip, with a simple fix for each.

Where it breaks	What happens	The fix
Done only before an audit	The area looks good for a day and slips after.	A 10-minute routine every shift, signed by the owner.
Red-tag area becomes a store	Tagged items stay for months.	Decide every tagged item within 24 hours.
Nobody owns the area	Each shift assumes another shift cleans it.	One named owner for each area and shift.
Cleaning only looks	Leaks and loose parts are wiped over and not reported.	Report what cleaning finds in the log.
Standard exists only in a manual	Workers do not know what good looks like.	A photo of the area as it should look, on the board.
Weekly walk skipped	The routine fades within weeks.	A fixed weekly walk with one fix chosen each time.

5. How to roll it out in 3 days

A new SOP fails when it is just handed over. This order gets the area owners and supervisors using it within a week.

Day	What happens	Who
Day 1	30-minute walkthrough with area owners at one area, using today’s condition as the starting photo. Ask what slows them down.	Production manager
Day 2	Do the first full routine in two areas together. Fix the two biggest gaps, using Section 4.	Production manager
Day 3	Photos go on the boards. At closing, the manager checks 5 areas against them.	Manager and area owners

After that, a 5-minute walk through two areas once a week is enough to keep it working.

6. BEYOND the Checklist

This SOP works on the day it is introduced. Three months later, a new area owner has joined and learned the routine from whoever was free. Teams change over time, so a written SOP needs three things it can’t do by itself:

- **A 2-minute training video** of the routine steps, in the language staff speak, so every new joiner learns the same way on day one.
- **A local-language version** of the checklist.
- **A weekly 5-minute check** that someone actually owns.

Your own process: if your plant runs 5S differently from this one, a 2-minute WhatsApp voice note on how it works today is enough. A written SOP in this same format comes back within 48 hours, at no cost. WhatsApp: +91 98101 41173 (India) | +250 799 524 457 (Rwanda)

Free Manufacturing SOP 05 by Visionhunt. One series: each SOP covers a different business, from healthcare to manufacturing. Free to use, copy and adapt. This is a general template for the process prepared by a communication and training company and not by a safety or engineering authority. The safety rules come from your own plant procedures and local law. Have your plant head review it before you adopt it.