



<b>6S DAILY CHECKLIST</b>		Daily	Weekly
<b>SORT</b>	ENSURE THAT ALL PERSONAL BELONGINGS ARE STORED PROPERLY	X	
	AREA CLEAR OF ALL TRASH	X	
	MOVE UNNEEDED EQUIPMENT, TOOLS, OR FURNITURE TO THE 6S SURPLUS AREA		X
<b>SET-IN-ORDER</b>	ENSURE THAT ALL ITEMS HAVE A DESIGNATED LOCATION AND ARE IN THE PROPER PLACE IF NOT BEING USED	X	
	ENSURE THAT ALL PATHWAYS ARE UNOBSTRUCTED	X	
	IDENTIFY ALL FIXTURES, TOOLS, EQUIPMENT, AND INVENTORY		X
<b>SHINE</b>	SWEEP AREA AND WIPE DOWN HORIZONTAL SURFACES	X	
	MOP AND CLEAN SURROUNDING AREA AND REPLACE COOLANT SOCKS AS NEEDED	X	
	ENSURE THAT AREA IS CLEAN AND FREE OF OIL, GREASE, AND DEBRIS	X	
	ENSURE THE OIL CONTAMINANTS CONTAINER IS EMPTY		X
<b>STANDARDIZE</b>	6S CHECKLISTS AND PROCEDURES ARE POSTED IN AREA	X	
	TOOL ORGANIZERS, FLOOR TAPE, VISUAL TOOLS ARE IMPLEMENTED AND USED		X
<b>SUSTAIN</b>	DISCUSS 6S ACTIVITIES AND IDEAS AT HUDDLES AND MEETINGS	X	
	MAINTAIN 6S RULES AND DISCIPLINES	X	
	CONTINUOUSLY IMPROVE ON THE AREA'S 6S ROUTINE	X	
<b>SAFETY</b>	CHECK FOR SLIP AND TRIP HAZARDS	X	
	ENSURE APPROPRIATE PPE IS AVAILABLE	X	
	ENSURE MACHINE GUARDING IS IN PLACE	X	