1. 5S is a method of creating a clean and orderly workplace that exposes waste and makes __________ immediately visible.
   - bad attitudes
   - abnormalities
   - poor employees
   - level loading

2. Please match the S to the correct description (connect them).
   - Sort > Get rid of the things you no longer need.
   - Straighten > Get a place for everything and put everything in its place.
   - Sweep > Clean to inspect.
   - Standardize > Create standards so abnormalities are easily recognized.
   - Self-Discipline > Apply positive tension to ensure gains are maintained.

3. The definition of sort is to remove unnecessary items from the workplace that no longer add value.
   - True
   - False

4. There is no need to involve your Controller or Finance team before sorting.
   - True
   - False

5. Which of the following are criterion for determining if an item should be red tagged or not. Select all that apply (hint: there are 3).
   - The frequency the item is needed
   - Sentimental feelings associated with the item
   - The quantity of the item needed
   - The usefulness of the item

6. Red tagging is most definitely a __________ activity
   - team
   - senior management only
   - shop floor employee only
   - solo or “lone ranger”

7. Which are viable options for getting rid of items not needed in the workplace? Select all that apply.
   - Sell on an auction site like eBay or Craigslist
   - Donate to a school
   - As a last resort, throw away in an environmentally conscious way
   - Sell in a company wide garage sale
5S Quiz Answers

8. A good definition of straighten is, “A place for everything, and everything __________.”
   - on shelves
   - in its place
   - where no one can see it
   - in drawers

9. What are some of the reasons we do the straighten step? Select all that apply.
   - Removes frustration of searching
   - Increases cost
   - Can reduce inventory
   - Makes things easy to find and return

10. “Materials, tools, and parts located close to the process they will be used” best describes what principle?
    - Pull
    - Point of Use
    - Jidoka
    - Once Piece Flow

11. Which is not one of the “Three F Standards” used to describe proper storage techniques?
    - FIXED Authority
    - FIXED Quantity
    - FIXED Location
    - FIXED Item

12. To “sweep” means to clean in such a way as to identify and __________ the sources of contamination.
    - cover up
    - temporarily fix
    - ignore
    - remove

13. Which are reasons we do the sweep step? Select all that apply.
    - Improves morale
    - Improves safety
    - Prevents breakdowns
    - Increases cost

    - Until you know why it gets dirty and can fix the issue.
    - Until no visible dust can be seen.
    - Until things moderately shine.
    - Until it shines like the sun.
15. “Where there is no standard, there can be no ______________.”
   - fun
   - production
   - defects
   - improvement

16. Entropy is a measure of the ______________ in any system.
   - harmony
   - excellence
   - cycle time
   - disorder

17. Standardize, in the context of 5S, is simply the result of doing the first three steps properly – namely sort, straighten, and sweep.
   - True
   - False

18. Sustain means to have the commitment and self-discipline to maintain the previous four steps (sort, straighten, sweep, and standardize).
   - True
   - False

19. The phrase “Genchi Genbutsu” means to:
   - Stop the line when a defect is found
   - Delegate responsibility
   - Manage by objectives
   - Go and see for yourself

20. What any organization that excels at 5S is at all times.
   - Tired
   - Tour Ready
   - Angry
   - Broke

21. The skill matrix is also referred to as a “versatility chart.”
   - True
   - False

22. Select all the reasons we use a skill matrix.
   - To identify poorly performing employees
   - To develop future leaders
   - Identify gaps in succession planning
   - To develop a multi-skilled workforce

23. It’s best to use electronic software and databases when first creating a skill matrix.
   - True
   - False
24. Please number the steps to create a skill matrix into the correct order.
   _ Conduct initial skill assessment (4)
   _ Identify the processes you want to cross train. (2)
   _ Set individual “skill up” targets (5)
   _ Define skills levels (3)
   _ Decide who’ll be cross-trained. (1)

25. Job Instruction is a ______ step method for supervisors and team leaders to effectively train people in their job.
   _ three
   _ four
   _ two
   _ five