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## Clarifying Your 5S Process

### S2- Set

#### Goals of S2 - Set

- Further improve workspace efficiency.
- Create clearly designated and labeled locations for all necessary items.
- Arrange the workspace for ease of use.
- Organize S1 items close to where they are needed and arranged in such a way that minimizes wasted motion when obtaining the item.
- Create a visual workplace where abnormalities are easily identified.

#### Audit Scoring Criteria for S2 – Set

Score 0.1 points for each of the 10 items on your “Level 2 5S Audit Sheet” that meets the following criteria.

- All necessary items, S1 items, are in designated locations.
- All the items are labeled with name
- If there is more than one of same item qty are labeled.
- All these items are in their optimum locations

A perfect S2 score of 2.0 is achieved when all 10 audit items receive 0.1 points and all 10 of the S1 audit items receive 0.1 points.

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Need a copy of the “Level 2 5S Audit Sheet”?

Submit your request to [Idea@ruckerassociates.com](mailto:Idea@ruckerassociates.com)