BBG / PRACTICAL IMPROVEMENT

5S Waste Walk

Make one real task easier and improve the next handoff.

Walk with the person doing the task. Observe first. Agree the change together.

Task and people

Name the task, area, date, person doing it and person walking with them.

Next customer

Who gets the work next? What do they need to use it without fixing or asking?

Seen or heard

Look for searching, reaching, waiting, rework or overburden. Record facts, counts or time.

Possible reason to check

Keep guesses separate from what you saw. Ask the person doing the work.

One small test

Choose one change with the people affected. Make it safe and easy to undo.

Owner and check time

Who will try it? When will both people check? What would make us stop?

Did it help both people

Compare similar work before and after. Check effort, delays, quality and any new burden.

Person doing the task

Next customer

Keep adjust or undo

Decide together. Record the next step, owner and date. Keep only what helps.

5S prompts: remove what is not needed; put needed items within safe reach; make problems visible; agree what works; keep it working. No score. No inspection. Walk it with the person who does the job.

Fill, save, then reopen to check entries. Keep answers short so they print in full.