



5 S Audit Checklist

Area:

Inspected by:

Date:

CATEGORY	ITEM	No.	SCORE	SCORE
SORT	Distinguishing between what is needed and not needed			
	Unneeded equipment, tools, furniture, etc present	1		
	Unneeded items on walls, bulletin boards, etc.	2		
	Items present in aisle ways, corners, underneath tables, etc.	3		
	Unneeded inventory, supplies, parts, or materials present	4		
	Safety hazards (water, oil, chemical, machines) exist	5		
Set In Order	A place for everything and everything in its place			
	Correct places for items are not obvious	6		
	Items are not in their correct places	7		
	Aisle ways, workplaces, equipment locations are not indicated	8		
	Items are not put away immediately after use	9		
	Height and quantity limits are not obvious	10		
SHINE	Cleaning and Organizing--"Make it like new"			
	Floors, walls, and surfaces not free of excessive dirt, oil, and grease	11		
	Equipment is not kept clean and free of excessive dirt, oil, and grease	12		
	Cleaning materials are not easily accessible	13		
	Lines, labels, signs, etc. are not clean and unbroken	14		
	Other cleaning problems (of any kind) exist	15		
STANDARDIZE	Maintaining and monitoring the first 3 S's			
	Necessary information is not visible	16		
	All standards are not known and visible	17		
	Checklists don't exist for all cleaning jobs	18		
	All quantities and limits are not easily recognizable	19		
	How many items can't be located in 30 seconds?	20		
SUSTAIN	Sticking to the Rules			
	How many have not had 5s training?	21		
	How many times last week was daily 5s checklist not performed?	22		
	How many times are personal belongings not easily stored	23		
	How many times are job aids not available or not up to date?	24		
	How many of the last 5 audits scores have been below 85?	25		
	TOTAL (out of a possible 100)			
COMMENTS:				