

AREA: _____ Previous Score: ___ / ___ (%) Final Score: ___ / ___ (%)

Auditor: _____ Date: _____

1. Checklist

5S	#	Check Item	Description	Score				
				0	1	2	3	4
1S: Sort	1	Materials or parts	Are there any unneeded materials or parts around?					
	2	Machines or other equipment	Are there any unused machines or other equipment around?					
	3	Tools, Supplies, Parts	Nothing on the floor except Legs, Wheels, or Pallets?					
	4	Frequency	Have items been sorted by everyday use vs. those used occasionally?					
	5	Written standards	Has establishing the 5S's left behind any useless standards?					
Sub Total:								
2S: STORE (Set Locations & Limits)	1	Location indicators	Are shelves and other storage areas marked with location indicators and addresses?					
	2	Item indicators	Does everything <u>HAVE</u> a place? Is everything <u>IN</u> its place?					
	3	Quantity indicators	Are the maximum and minimum allowable quantities indicated (Kanban)?					
	4	Marking of walkways and storage areas	Are lines or markers use to clearly indicate walkways and storage areas?					
	5	Tools	Are tools arranged functionally to facilitate picking them and returning them?					
<i>Note: A Kanban is a self-sustaining inventory system. (It has a Min, Max, Re-order Point, and Re-order Quantity)</i> Sub Total:								
3S: Shine & Sweep	1	Floors	Are floors kept shiny and clean and free of waste, water, dust and/or oil?					
	2	Machines	Are the machines wiped clean often; kept free of waste, dust, and/or oil?					
	3	Cleaning and checking	Is there a cleaning checklist being followed that is effective?					
	4	Cleaning responsibilities	Is it clear (understood and communicated) who is responsible for cleaning?					
	5	Habitual cleanliness	Do workers habitually clean their workstation without being told (sweep floors, wipe equipment, desk, etc)?					
Sub Total:								
4S: Standardize	1	Improvement Audits	Was the 5S audit completed for this area last month? Month before?					
	2	Improvement ideas	Were the improvement ideas from the last audit acted upon?					
	3	Key procedures	Are standards procedures written, clear and actively used?					
	4	OPLs	Are One Point Lessons used to communicate key activities / procedures?					
	5	The First 3 S's	Are the first three S's (Sort, Set Locations and Shine) being maintained?					
Sub Total:								
5S: Sustain	1	Training	Is everybody adequately trained in standard procedures?					
	2	Tools and parts	Are tools and parts being stored correctly?					
	3	Stock controls	Are stock controls being adhered to (Kanban)?					
	4	Procedures	Are procedures updated (within last year) and regularly reviewed?					
	5	Activity boards	Are activity boards used? Are they updated and regularly reviewed?					
Sub Total:								

2. Score Criteria

Item	Total "S"	Type	Criteria
0	0	Serious	activities not conducted at all
1	5	Major	activities implemented between 0 – 30%, danger of process going down
2	10	Minor	activities implemented between 31- 60%, if not attention paid could become a Major
3	15	Trivial	Activities conducted in a systematic way but could improve, 61-90%
4	20	Excellent	Activities implemented and used in a systematic way, 91-100%. Focused Improvement

