

## 5S Audit Checklist

Workspace/Area: \_\_\_\_\_ Date: \_\_\_\_\_ Auditor: \_\_\_\_\_

Instructions: Evaluate the workspace based on the following criteria. Mark "Yes," "No," or "N/A" (Not Applicable). Provide notes and action items as needed.

### 1. Sort (Seiri): Eliminating Unnecessary Items

\* ☐ Yes ☐ No ☐ N/A: Are all unnecessary items removed from the workspace?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Is there a designated "red tag area"?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are items in the red tag area properly tagged with a date?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Is there a defined review period (e.g., 30-60 days) for red-tagged items?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are unused red-tagged items removed and dispositioned appropriately?

\* Notes/Action Items: \_\_\_\_\_

### 2. Set in Order (Seiton): Arranging Necessary Items

\* ☐ Yes ☐ No ☐ N/A: Do all necessary items have assigned locations?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are items arranged for easy retrieval and use?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are frequently used items located conveniently?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are storage solutions appropriate and efficient?

\* Notes/Action Items: \_\_\_\_\_

### 3. Shine (Seiso): Cleaning and Inspecting

\* ☐ Yes ☐ No ☐ N/A: Is the workspace clean and free of debris?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are cleaning tools and supplies readily available?

\* Notes/Action Items: \_\_\_\_\_

\* ☐ Yes ☐ No ☐ N/A: Are there established cleaning schedules or routines?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are potential problems (e.g., leaks, spills) identified and addressed?

\* Notes/Action Items:

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#### 4. Standardize (Seiketsu): Creating Standards and Procedures

\* ☐ Yes ☐ No ☐ N/A: Are 5S procedures documented and accessible?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are checklists or visual aids used to maintain 5S?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are regular 5S audits conducted?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are 5S standards consistently followed?

\* Notes/Action Items:

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#### 5. Sustain (Shitsuke): Maintaining Discipline and Habit

\* ☐ Yes ☐ No ☐ N/A: Are team members engaged in the 5S process?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are regular 5S training or refreshers provided?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Are 5S audits used to drive continuous improvement?

\* Notes/Action Items:

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\* ☐ Yes ☐ No ☐ N/A: Is 5S a part of the daily routine and culture?

\* Notes/Action Items:

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Overall Observations/Recommendations:

Action Item Summary:

Action Item | Responsible Person |

Due Date | Status |