

5S audit form: manufacturing

Area or zone _____ Date and shift _____ Auditor _____

Sort		Score 0 to 4	Evidence for any score below 4
1	Are only the items needed for today's work in the area?	0 1 2 3 4	
2	Are unneeded items, such as old tooling, obsolete parts and personal clutter, removed or red-tagged?	0 1 2 3 4	
3	Are tools, materials and documents in the area limited to the quantities the work needs?	0 1 2 3 4	
4	Is there a clear holding area for items waiting to be decided on or removed?	0 1 2 3 4	
5	Are cabinets, drawers and shelves free of items nobody can explain?	0 1 2 3 4	
Sort subtotal		____ / 20	
Set in order		Score 0 to 4	Evidence for any score below 4
6	Does every tool, material and container have a marked home?	0 1 2 3 4	
7	Are the most-used items stored closest to where they are used?	0 1 2 3 4	
8	Do labels, outlines or shadow boards make it obvious when something is missing?	0 1 2 3 4	
9	Are aisles, walkways and storage locations clearly marked and kept clear?	0 1 2 3 4	
10	Can a new person find any item within about a minute?	0 1 2 3 4	
Set in order subtotal		____ / 20	
Shine		Score 0 to 4	Evidence for any score below 4
11	Are floors, machines and benches clean, with no oil, dust or swarf building up?	0 1 2 3 4	
12	Are cleaning tools stored at the point of use and easy to reach?	0 1 2 3 4	
13	Is cleaning treated as inspection, so leaks, cracks and loose parts are reported?	0 1 2 3 4	
14	Is lighting adequate, with bulbs and guards in working order?	0 1 2 3 4	
15	Are bins emptied and waste sorted according to the standard?	0 1 2 3 4	
Shine subtotal		____ / 20	
Standardize		Score 0 to 4	Evidence for any score below 4
16	Is a visual standard, such as a photo of the ideal state, posted in the area?	0 1 2 3 4	
17	Are cleaning and checking tasks listed with who does them and when?	0 1 2 3 4	
18	Are color codes, labels and markings the same across similar areas?	0 1 2 3 4	
19	Do team members know the 5S standard and can they explain it?	0 1 2 3 4	
20	Is the standard kept current when the layout or process changes?	0 1 2 3 4	
Standardize subtotal		____ / 20	
Sustain		Score 0 to 4	Evidence for any score below 4
21	Are the last audit's findings closed, or on track to close by their due date?	0 1 2 3 4	
22	Is the 5S routine part of the daily schedule, with time set aside for it?	0 1 2 3 4	
23	Do team leaders check the area during their normal rounds?	0 1 2 3 4	
24	Are audit scores displayed where the team can see the trend?	0 1 2 3 4	
25	Do team members suggest 5S improvements, and are they acted on?	0 1 2 3 4	
Sustain subtotal		____ / 20	

5S audit form: manufacturing: results

Score by S

Sort (of 20)

Set in order (of 20)

Shine (of 20)

Standardize (of 20)

Sustain (of 20)

Total (of 100)

Score guide

- 0 Not started: the practice is absent, such as no marked homes for tools.
- 1 Started: the practice exists in a few spots, such as labels on one bench out of five.
- 2 Partly in place: the practice covers most of the area but has gaps, such as floor outlines that no longer match the equipment.
- 3 In place: the practice covers the whole area and matches the standard on the day of the audit.
- 4 Sustained: the practice is in place and there is evidence it has held, such as two previous audits at 3 or above and a team check sheet kept up to date.

Findings and actions

Finding	Action	Owner	Due date	Status	Closure evidence