

5S audit form: office

Area or zone _____ Date and shift _____ Auditor _____

Sort		Score 0 to 4	Evidence for any score below 4
1	Are only current documents, supplies and equipment on the desk and in the drawers?	0 1 2 3 4	
2	Are old files, duplicate paperwork and outdated digital folders removed or archived?	0 1 2 3 4	
Sort subtotal		____ / 8	
Set in order		Score 0 to 4	Evidence for any score below 4
3	Does every shared item, such as stationery, forms and equipment, have a labeled place?	0 1 2 3 4	
4	Are digital files named and stored by a shared structure that anyone can follow?	0 1 2 3 4	
Set in order subtotal		____ / 8	
Shine		Score 0 to 4	Evidence for any score below 4
5	Are desks, shared areas and screens clean and free of clutter at the end of the day?	0 1 2 3 4	
6	Are issues such as broken chairs or faulty equipment reported and fixed?	0 1 2 3 4	
Shine subtotal		____ / 8	
Standardize		Score 0 to 4	Evidence for any score below 4
7	Is there a simple, shared standard for desk setup, file naming and shared spaces?	0 1 2 3 4	
8	Do new starters learn the standard in their first week?	0 1 2 3 4	
Standardize subtotal		____ / 8	
Sustain		Score 0 to 4	Evidence for any score below 4
9	Is a short 5S check part of the weekly routine?	0 1 2 3 4	
10	Are findings from the last check closed on time?	0 1 2 3 4	
Sustain subtotal		____ / 8	

5S audit form: office: results

Score by S

Sort (of 8)

Set in order (of 8)

Shine (of 8)

Standardize (of 8)

Sustain (of 8)

Total (of 40)

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