

5S audit form: warehouse

Area or zone

Date and shift

Auditor

Zone and what good looks like		Score 0 to 4					Evidence for any score below 4	
1	Receiving: dock doors, inspection areas and inbound lanes are marked and free of unrelated material.	0	1	2	3	4		
2	Putaway: goods reach their locations promptly, and any temporary overflow is controlled.	0	1	2	3	4		
3	Storage: racks, bins, shelves and floor locations are labeled, readable and match the stock system.	0	1	2	3	4		
4	Picking: pick faces are organized, refill needs are visible, and empty cartons are cleared.	0	1	2	3	4		
5	Packing: cartons, labels, tape and fill are kept in set places and refilled before they run out.	0	1	2	3	4		
6	Shipping: completed orders, parcels, freight and held items are kept apart and labeled.	0	1	2	3	4		
7	Equipment: pallet jacks, carts, ladders, forklifts and chargers are parked in their marked spots.	0	1	2	3	4		
8	Safety and access: pedestrian lanes, forklift lanes, dock edges, exits and emergency equipment are clear.	0	1	2	3	4		
Total		____ / 32						

5S audit form: warehouse: results

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