

5S Audit

Department Name:

Date:

Company Name:

Auditor Name:

1S	#	Check Item	Description	Score				
				0	1	2	3	4
S O R T	1	Materials or parts	Does the inventory or in-process inventory include and unneeded materials or parts?					
	2	Machines or equipment	Are there any unused machines or other equipment around?					
	3	Jigs, tools, or dies	Are there any unused jigs, tools, dies or similar items around?					
	4	Visual control	Is it obvious which items have been marked as unnecessary?					
	5	Written standards	Has establishing the 5Ss left behind any useless standard?					
				Sub Total				
2S	#	Check Item	Description	Score				
				0	1	2	3	4
S E T T I N G O R D E R	6	Location Indicators	Are shelves and other storage areas marked with location indicators and addresses?					
	7	Item Indicators	Do the shelves have signboards showing which items go where?					
	8	Quantity Indicators	Are the maximum and minimum allowable quantities indicated?					
	9	Demarcation of walkways and in-process inventory areas	Are white lines or other markers used to clearly indicate walkways and storage areas?					
	10	Jigs and tools	Are jigs and tools arranged more rationally to facilitate picking them up and returning them?					
				Sub Total				
3S	#	Check Item	Description	Score				
				0	1	2	3	4
S H I N E	11	Floors	Are floors kept shiny clean and free of waste, water and oil?					
	12	Machines	Are the machine wiped clean often and kept free of shavings, chips and oil?					
	13	Cleaning and checking	Is equipment inspection combined with equipment maintenance?					
	14	Cleaning responsibilities	Is there a person responsible for overseeing cleaning operations?					
	15	Habitual cleanliness	Do operators habitually sweep floors, and wipe equipment without being told?					
				Sub Total				

0=Very Bad 1=Bad 2=Average 3=Good 4=Very Good

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4S	#	Check Item	Description	Score				
				0	1	2	3	4
S T A N D A R D I S E	16	Improvement memos	Are improvement memos regularly being generated?					
	17	Improvement ideas	Are improvement ideas being acted on?					
	18	Key procedures	Are standard procedures clear, documented and actively used?					
	19	Improvement plan	Are the future standards being considered with a clear improvement plan for the area?					
	20	The first 3 Ss	Are the first 3 Ss (sort, set locations and shine) being maintained?					
				Sub Total				
5S	#	Check Item	Description	Score				
				0	1	2	3	4
S U S T A I N	21	Training	Is everyone adequately trained in standard procedure?					
	22	Tools and parts	Are tools and parts being stored correctly?					
	23	Stock controls	Are stock controls being adhered to?					
	24	Procedures	Are procedures up-to-date and regularly reviewed?					
	25	Activity boards	Are activity boards up-to-date and regularly reviewed?					
				Sub Total				

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Grand
Total
Score

Notes:

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0=Very Bad 1=Bad 2=Average 3=Good 4=Very Good