5S AUDIT CRITERIA

Use this criteria sheet for every audit. The purpose of this criteria sheet is to make sure that everyone is using the same standards to score each area. Each set of criteria is worth a maximum of 25 points and an overall total of 100 points.

SORT (Organization)

Distinguish between what is needed and not needed.

0 (No Effort): 5 or more unnecessary items found in an area and/or unorganized.
1 (Very Poor): 4 unnecessary items found in an area and/or unorganized.
2 (Poor): 3 unnecessary items found in an area and/or unorganized.
3 (Good): 2 unnecessary items found in an area and/or unorganized.
4 (Very Good): 1 unnecessary item found in an area and/or unorganized.
5 (Excellent): all items in the area are necessary and properly organized.
N/A (Not Applicable): no score given, does not apply to the work area.

SET-IN-ORDER (Orderliness)

A place for everything and everything in its place.

0 (No Effort): 5 or more extra items/tools found in an area and/or not in the correct location.
1 (Very Poor): 4 extra items/tools found in an area and/or not in the correct location.
2 (Poor): 3 extra items/tools found in an area and/or not in the correct location.
3 (Good): 2 extra items/tools found in an area and/or not in the correct location.
4 (Very Good): 1 extra item/tool found in an area and/or not in the correct location.
5 (Excellent): no extra items/tools found in the area and/or everything in its proper location.
N/A (Not Applicable): no score given, does not apply to the work area.

SHINE (Cleanliness)

Cleaning and staying organized.

0 (No Effort): None of the area is clean, no tasks completed.
1 (Very Poor): 20% of the area is clean, only one day of tasks were completed.
2 (Poor): 40% of the area is clean, two days of tasks were completed.
3 (Good): 60% of the area is clean, three days of tasks were completed.
4 (Very Good): 80% of the area is clean, four days of tasks were completed.
5 (Excellent): 100% of the area is clean, all tasks were completed for the week.
N/A (Not Applicable): no score given, does not apply to the work area.

STANDARDIZE (Adherence)

Maintain and monitor sort, set, and shine.

YES (Excellent): 100% complete (5 points)
NO (Needs Improvement): less than 100% complete (0 points)
N/A (Not Applicable): no score given, does not apply to the work area.