5S AUDIT SCORE SHEET

DEPARTMENT:	WORK AREA:	AUDITOR:	DATE:

SORT (Organization)	Distinguish between what is needed and not needed.	COMMENTS
1. Is the area clear of any unnecessary tools?	0 1 2 3 4 5 N/A	
2. Is the area clear of any excess personal items?	0 1 2 3 4 5 N/A	
3. Is the area free from any food, wrappers, open containers?	0 1 2 3 4 5 N/A	
4. Is the area clear of unused cardboard, empty containers/totes, or any other unnecessary items?	0 1 2 3 4 5 N/A	
5. Are containers/boxes stacked & organized neatly?	0 1 2 3 4 5 N/A	

SET-IN-ORDER (Orderliness)	A place for everything and everything in its place.	COMMENTS
1. Are all tools, gages, and fixtures in their correct location?	0 1 2 3 4 5 N/A	
2. Are there items placed on top of the machine, cabinets, or equipment?	0 1 2 3 4 5 N/A	
3. Is the area clear of multiple dirty gloves/rags?	0 1 2 3 4 5 N/A	
4. Are aisles/walkways clear and access available (to shelves/work stations)?	0 1 2 3 4 5 N/A	
5. Are cleaning materials easily accessible & properly stored?	0 1 2 3 4 5 N/A	

SHINE (Cleanliness)	Cleaning and staying organized.	COMMENTS
1. Are trash containers emptied on a regular basis?	0 1 2 3 4 5 N/A	
2. Are surfaces wiped down on a regular basis? (fixtures, work tables/shelves, control panels, yellow guarding around light curtains)	0 1 2 3 4 5 N/A	
3. Is the plex station (computer, printer, stand) wiped down on a regular basis?	0 1 2 3 4 5 N/A	
4. Are guard rails, safety guards, I-beams, wiped down on a regular basis?	0 1 2 3 4 5 N/A	
5. Is the floor swept and free from trash, dirt, oil, and scrap?	0 1 2 3 4 5 N/A	

STANDARDIZE (Adherence)	Maintain and monitor the first three catagories.	COMMENTS
1. Are daily cleaning tasks being completed by the operator?	NO YES N/A	
2. Does the operator understand the value of 5S?	NO YES N/A	
3. Were improvement ideas from the last audit acted upon?	NO YES N/A	
4. Is the 5S cleaning checklist being filled out daily by the operator?	NO YES N/A	
5. Is the 5S cleaning checklist being filled out daily by the supervisor?	NO YES N/A	

COMMENTS:

ISSUES	SCORE	TOTAL POINTS= _____ / _____
None	5	90% OR HIGHER= GOOD
1	4	80% OR HIGHER= NEEDS IMPROVEMENT
2	3	70% OR HIGHER= POOR
3	2	69% OR LOWER= MINIMAL TO NO EFFORT SHOWN
4	1	
5+	0	

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