

## 5S AUDIT

→ <b>SORT</b>	Score guide				
	1 = Very poor	2 = Some evidence	3 = Good evidence	4 = Extensive evidence	5 = Found everywhere
	Very Poor	Poor	Good	Very Good	Excellent
Have all unnecessary items been removed from the section?	1	2	3	4	5
	Comments				
Are gangways marked and adjacent floor space clear?	1	2	3	4	5
	Comments				
Are non- essential tools stored properly and kept clean	1	2	3	4	5
	Comments				
Do operators understand procedures to dispose of unnecessary items from the section?	1	2	3	4	5
	Comments				
Do all operators know why the programme is in place?	1	2	3	4	5
	Comments				
<b>AVERAGE SCORE</b> (Add up scores and divide by no. of lines)					

<b>STRAIGHTEN</b>	Very Poor	Poor	Good	Very Good	Excellent
Is there a place for everything and is its storage location clearly marked?	1	2	3	4	5
	Comments				
Are the most used items close to hand?	1	2	3	4	5
	Comments				
Do all operators know where the items belong?	1	2	3	4	5
	Comments				
Is the storage designed for easy access and safe handling?	1	2	3	4	5
	Comments				
Are documents & data in the proper place for ease of use?	1	2	3	4	5
	Comments				
Are visual aids in use? Shadow boards, Colour Coding, Signs, Performance Data, and SOP's?	1	2	3	4	5
	Comments				
Has the quantity of each item that belongs in the section been defined?	1	2	3	4	5
	Comments				
<b>AVERAGE SCORE</b> (Add up scores and divide by no. of lines)					

<b>SHINE</b>	Very Poor	Poor	Good	Very Good	Excellent
The section work area, gangway, and floor is clean, and free of unnecessary items and rubbish?	1	2	3	4	5
	Comments				
Are all tools and machinery clean and in good repair?	1	2	3	4	5
	Comments				
Is there scrap and waste containers in place, and are they clean and maintained?	1	2	3	4	5
	Comments				
Is rubbish removed on a timely basis?	1	2	3	4	5
	Comments				
Are document and data locations clean and orderly?	1	2	3	4	5
	Comments				
Is there evidence of regular housekeeping?	1	2	3	4	5
	Comments				
<b>AVERAGE SCORE</b> (Add up scores and divide by no. of lines)					

<b>STANDARDISE</b>	Very Poor	Poor	Good	Very Good	Excellent
Are current processes documented, and work instructions being used?	1	2	3	4	5
	Comments				
Can operators and management explain why 5S is important?	1	2	3	4	5
	Comments				
Are checklists used to identify maintenance requirements and frequencies?	1	2	3	4	5
	Comments				
Is there a method identified to remove outdated materials?	1	2	3	4	5
	Comments				
Is there a system for capturing and analysing employee suggestions for improvements?	1	2	3	4	5
	Comments				
Do operators have access to info they require to perform their job efficiently?	1	2	3	4	5
	Comments				
<b>AVERAGE SCORE</b> (Add up scores and divide by no. of lines)					

<b>SUSTAIN</b>	Very Poor	Poor	Good	Very Good	Excellent
Are 5S plans displayed and discussed with clear dates and objectives set?	1	2	3	4	5
	Comments				
Are operators made aware of company success stories?	1	2	3	4	5
	Comments				
Are safety and housekeeping procedures followed?	1	2	3	4	5
	Comments				
Are personal items stored properly?	1	2	3	4	5
	Comments				
Are work instructions and SOP's available in the workplace and regularly reviewed and updated?	1	2	3	4	5
	Comments				
Are display and notice boards regularly updated?	1	2	3	4	5
	Comments				
<b>AVERAGE SCORE</b> (Add up scores and divide by no. of lines)					