

# 5S Audit Sheet

	<b>Sort</b>	<b>Set in Order</b>	<b>Shine</b>	<b>Standardize</b>	<b>Sustain</b>
<b>Level 5 Prevent back-sliding</b>	Only needed items enter the work area. Employees are continually looking for improvement opportunities.  <b>Score = 1.0</b>	Items are put away immediately after use. Height and quantity limits are visually obvious.  <b>Score = 1.0</b>	5S cleaning tasks are understood and practiced continually.  <b>Score = 1.0</b>	5S documentation is routinely reviewed and updated  <b>Score = 1.0</b>	Employees help create 5S standards and guidelines and are involved will all aspects of the 5S process.  <b>Score = 1.0</b>
<b>Level 4 Make it consistent</b>	Red tagging is performed at regular intervals. All items are reviewed regularly for need.  <b>Score = 0.75</b>	The entire work area is visually indicated - including aisleways, workstations, equipment, storage locations, etc.  <b>Score = 0.75</b>	Cleanliness problems are identified and preventative action is taken to prevent reoccurrence.  <b>Score = 0.75</b>	5S scores are measured and posted in the work area regularly.  <b>Score = 0.75</b>	All employees in the work area perform daily and weekly 5S activities.  <b>Score = 0.75</b>
<b>Level 3 Make it visual</b>	Initial Red Tag activity has been conducted and unnecessary items have been removed from the work area.  <b>Score = 0.5</b>	It is obvious where needed items (tooling, tools, procedures, etc.) belong by using lines, labels, signs, etc.  <b>Score = 0.5</b>	Cleaning / housekeeping tasks are documented and followed daily. Cleaning materials are easily accessible.  <b>Score = 0.5</b>	5S standards / cleaning plans are documented and posted in the work area.  <b>Score = 0.5</b>	All employees know what the 5S standards are and where they are posted.  <b>Score = 0.5</b>
<b>Level 2 Focus on the basics</b>	The criteria to evaluate necessary vs. unnecessary items has been determined.  <b>Score = 0.25</b>	A designated location has been established of all items in the work area.  <b>Score = 0.25</b>	Initial 5S cleaning has occurred. Machines, equipment an workspaces have been cleaned.  <b>Score = 0.25</b>	5S standards for Sort, Set in Order and Shine have been set.  <b>Score = 0.25</b>	All employees in the work area have been trained in the 5S approach.  <b>Score = 0.25</b>
<b>Level 1 Starting out</b>	Needed and unneeded items are mixed throughout the workplace.  <b>Score = 0</b>	Items are randomly located throughout the work area.  <b>Score = 0</b>	Work areas are dirty and disorganized. Cleaning is done randomly.  <b>Score = 0</b>	No standards for Sort, Set in Order and Shine have been set.  <b>Score = 0</b>	No recognizable effort has been made to improve the condition of the work area.  <b>Score = 0</b>
Evaluate the area and enter one score for each column >>>	Sort =	Set in Order =	Shine =	Standardize =	Sustain =

Total the 5 scores (one from each column). Work area total score =	
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0 = Poor (Unacceptable), 1 = Marginal, 2 = Satisfactory  
 3 = Good, 4 = Excellent, 5 = World Class Environment