

5S Audit Sheet

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