

5S Audit Form

Project <input style="width: 95%;" type="text"/>	Department <input style="width: 95%;" type="text"/>	Process <input style="width: 95%;" type="text"/>
Machine <input style="width: 95%;" type="text"/>	Part <input style="width: 95%;" type="text"/>	Customer <input style="width: 95%;" type="text"/>
Problem <input style="width: 95%;" type="text"/>		
Business Related Activities <input style="width: 95%;" type="text"/>		

Sort	Description	Action
1	The area contains many items that do not belong there.	
2	Some effort has been made to remove items from the area.	
3	Some red tagging evident and many items have been removed.	
4	Most of the sort has been completed, but some items still remain.	
5	Quarantine area is in use and no surplus items are in the area.	
Set in Order	Description	Action
1	The layout / workstation design has not been considered.	
2	Some minor changes have taken effect in the work area, but in isolation.	
3	An overall layout design is available, but is yet to be fully implemented.	
4	Layout changes have been made, but workstation design has not yet been completed.	
5	Workstation design is optimal, visual management is in place and works well.	
Shine	Description	Action
1	The working area is untidy and unclean.	
2	Some cleaning and tidying activities are observable.	
3	Irregular tidying and cleaning takes place (but not to a routine).	
4	Regular tidying takes place, but occasional extra cleans are required.	
5	The area is kept to a good working standard at all times.	
Standards	Description	Action
1	No standards are defined.	
2	Standards have been agreed, but not implemented.	
3	Some standards are in place.	
4	All standards are in place and effective.	
5	Good visual standards are evident in the workplace.	
Sustain	Description	Action
1	The area needs constant reminding to keep their area tidy and organised.	
2	Some members of the team are actively sustaining 5S in the area.	
3	Good team discipline is evident.	
4	Visual management systems aid the maintenance of the working area.	
5	Daily maintenance of the working area is linked to the team briefs.	

