

5S

Workplace Audit Sheet

Score = 0 >6 Problems	Score = 1 5 or 6 problems	Score = 2 3 or 4 problems	Score = 3 1 or 2 problems	Score = 4 0 problems
Criteria				Score
Sort	Sort = Distinguish between what is needed and what is not needed in the immediate workplace			
	Unneeded, faulty or rarely used <u>tools or machines</u> are present			
	Unneeded, faulty or rarely used <u>inventory</u> is present			
	Unneeded, faulty or rarely used <u>furniture or storage</u> is present			
	Unneeded or outdated information or documents that could be filed is present			
Total for Sort			/16	%
Set In Order	Set In Order = A place for everything and everything in its place			
	Tools do not have clearly identified homes via shadow boards, signage, labelling etc.			
	Items are not put away after use and are not in their correct places			
	Walkways, workstations, equipment locations are not clearly delineated			
	Items are stored on floors, in walkways, in stairways, in corners, in front of exits etc.			
Total for Set In Order			/16	%
Shine	Shine = Cleaning, and looking for ways to keep it clean and organised			
	Waste management methods are not clear			
	Equipment, floors, walkways, walls, and surfaces are contaminated with rubbish, dust, dirt, oil, or grease			
	Cleaning equipment is not easily identified and accessible			
	Equipment maintenance instructions & rosters are not present and maintained.			
Total for Shine			/16	%
Standardise	Standardise = Maintain and Monitor the First Three Categories			
	Necessary information (work instructions, SOPs, equipment manuals) is not available			
	Workplace standards are not documented and displayed			
	All quantities and limits are not easily recognizable, i.e., via level indicators or kanban			
	Quality problems, process limits and escalation plans are not visible			
Total for Standardise			/16	%
Sustain	Sustain = Stick to the Rules			
	5S Meetings are not held routinely or do not involve all necessary personnel			
	5S Tags and materials are not available in a 5S Holding Area			
	Items in the 5S holding are not reviewed routinely			
	5S Action Items are not completed by their due date			
Total for Sustain			/16	%
Total Score			/80	%