5S audit checklist

Date _____ **Area or line** _____

Auditor name _____ **Area lead** _____

Shift _____

1. Sort	Pass	Fail	N/A
Is everything here used in this area?	☐	☐	☐
Are broken tools, scrap and old parts removed?	☐	☐	☐
Are unneeded items tagged and moved out?	☐	☐	☐

2. Set in order	Pass	Fail	N/A
Does every tool and part have a marked home?	☐	☐	☐
Can anyone find what they need without asking?	☐	☐	☐
Are aisles, walkways and exits marked and clear?	☐	☐	☐
Are bins and shelves labeled?	☐	☐	☐

3. Shine	Pass	Fail	N/A
Are floors, benches and machines clean?	☐	☐	☐
Are leaks, spills and drips found and fixed?	☐	☐	☐
Are lights, guards and signs clean and readable?	☐	☐	☐
Is cleaning gear stored where it's used?	☐	☐	☐

4. Standardize	Pass	Fail	N/A
Are the rules for this area posted and current?	☐	☐	☐
Do all shifts keep the area the same way?	☐	☐	☐
Do photos or floor marks show what right looks like?	☐	☐	☐

5. Sustain	Pass	Fail	N/A
Did the last audit's fixes get done?	☐	☐	☐
Does the crew take part in the daily upkeep?	☐	☐	☐
Is the audit done on the schedule your site set?	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com