5S Audit Checklist.

Walk the area, rate every statement from 0 to 4 and add up each S. Repeat the audit at a fixed rhythm and post the result where the team can see it.

AREA _____ AUDITOR _____ DATE _____ SHIFT / TEAM _____

0 · not started | 1 · weak | 2 · partly in place | 3 · in place | 4 · in place and sustained

#	CRITERION	0	1	2	3	4
1 · Sort Seiri						score ___ / 20
1	Only items needed for current work are in the area.	0	1	2	3	4
2	Unneeded items are red-tagged or removed.	0	1	2	3	4
3	Walkways, exits and safety equipment are free of obstruction.	0	1	2	3	4
4	No material, WIP or stock beyond the defined limits.	0	1	2	3	4
5	A red tag area exists and is reviewed regularly.	0	1	2	3	4
2 · Set in order Seiton						score ___ / 20
1	Every item has a defined, labelled place.	0	1	2	3	4
2	Tools and materials are stored by frequency of use, within reach.	0	1	2	3	4
3	Floor markings show walkways, workplaces and storage areas.	0	1	2	3	4
4	Quantities are visible (min/max marks, Kanban or fill lines).	0	1	2	3	4
5	Items are returned to their place after use.	0	1	2	3	4
3 · Shine Seiso						score ___ / 20
1	Floors, machines and workstations are clean.	0	1	2	3	4
2	Cleaning tasks, frequency and owners are defined.	0	1	2	3	4
3	Sources of dirt, leaks and spills are identified and addressed.	0	1	2	3	4
4	Cleaning materials are available and stored in a fixed place.	0	1	2	3	4
5	Cleaning is used as inspection: defects are found and reported.	0	1	2	3	4
4 · Standardise Seiketsu						score ___ / 20
1	5S standards (photos, checklists) are visible at the workplace.	0	1	2	3	4
2	Labels, colours and markings follow one common standard.	0	1	2	3	4
3	Responsibilities for 5S tasks are assigned and visible.	0	1	2	3	4
4	Visual controls show abnormalities at a glance.	0	1	2	3	4
5	The standard is updated whenever an improvement is made.	0	1	2	3	4
5 · Sustain Shitsuke						score ___ / 20
1	5S audits take place regularly and results are displayed.	0	1	2	3	4
2	Actions from the last audit have been completed.	0	1	2	3	4
3	Everyone in the area is trained in 5S and knows the standards.	0	1	2	3	4
4	Leaders check 5S during their gemba walks.	0	1	2	3	4
5	The team suggests and implements 5S improvements.	0	1	2	3	4

TOTAL SCORE (MAX 100)

___ / 100

TOP 3 ACTIONS (TRANSFER TO THE ACTION PLAN)

Red Tags.

Print, cut along the dashed line and attach to every item you are not sure about during Sort. Collect tagged items in the red tag area and decide on each within a fixed time, for example two weeks.

RED TAG

No. _____

DATE

TAGGED BY

ITEM

QUANTITY

FOUND AT (AREA)

VALUE (OPTIONAL)

CATEGORY

☐ Equipment ☐ Tools ☐ Material ☐ Work in progress ☐ Finished goods ☐ Documents ☐ Other

REASON

☐ Not needed ☐ Not needed now ☐ Defective ☐ Excess quantity ☐ Unknown owner ☐ Other

DECISION

☐ Dispose ☐ Return to stores ☐ Move to another area ☐ Keep here (set a place) ☐ Sell / recycle

DECIDED BY

DECISION DATE

RED TAG

No. _____

DATE

TAGGED BY

ITEM

QUANTITY

FOUND AT (AREA)

VALUE (OPTIONAL)

CATEGORY

☐ Equipment ☐ Tools ☐ Material ☐ Work in progress ☐ Finished goods ☐ Documents ☐ Other

REASON

☐ Not needed ☐ Not needed now ☐ Defective ☐ Excess quantity ☐ Unknown owner ☐ Other

DECISION

☐ Dispose ☐ Return to stores ☐ Move to another area ☐ Keep here (set a place) ☐ Sell / recycle

DECIDED BY

DECISION DATE

5S Action Plan.

One line per finding: what you saw, which S it belongs to, the action, who owns it and by when. Review the plan in the team meeting until every line is done.

AREA _____ OWNER OF THE PLAN _____ AUDIT DATE _____ NEXT AUDIT _____

#	FINDING	S (1–5)	ACTION	OWNER	DUE DATE	STATUS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						