

# 5 S AUDIT



4 Total Compliance  
3 Significant Compliance  
2 Some Compliance

1 Very little compliance  
0 No compliance

AREA:	COMPLETED BY:	DATE:	
SCORE:	PREVIOUS SCORE:	ACTIONS	
Sort - determine status needed and improve the rest	0 1 2 3 4	Who When	
1 Have all necessary items (tools, equipment, boxes etc.) been removed from the area?			
2 Are all remaining items (tools, eqpt, trolleys etc.) neatly arranged?			
3 Are tools & equipment in the most convenient location - tools at hand & workstations easy to ac			
4 Do cupboards, storage cabinets & other enclosed areas only contain essential items?			
5 Is the quarantine area property managed?			
<b>SUB TOTAL</b>			
Set in order a place for everything & everything in it's place	0 1 2 3 4	Who When	
6 Are shelves, storage areas clearly defined with location indicators etc. fully marked?			
7 Are shadowboards, tool lockers and other storage systems used where possible?			
8 Are walkways & storage clean, unobstructed & clearly marked?			
9 Are personal belongings (coats, bags, newspapers) stored in lockers provided?			
10 Safety equipment - Are fire extinguishers & other eqpt in place and correct?			
<b>SUB TOTAL</b>			
Shine - Organising & sorting or try to keep it organised	0 1 2 3 4	Who When	
11 Floors are kept clean, tidy and in a good state of repair			
12 Is all equipment clean and tidy - free from build up of dust or visible leaks or preventable spillag			
13 Bins - Are these properly maintained and regularly emptied?			
14 Cleaning station - Are all items present?			
15 Is the equipment clean and of a good and presentable standard?			
<b>SUB TOTAL</b>			
Standardise - Make sure standards are maintained	0 1 2 3 4	Who When	
16 Lighting and heating - Do all lights and heaters work?			
17 Have re-order levels been established, clearly marked and in use?			
18 Is information vital for work to be carried out available? Maintenance sched/checks?			
19 All notice boards up to date and relevant			
20 Are there 5S workplace standards - are these up to date and relevant for the area?			
<b>SUB TOTAL</b>			
Sustain - Maintaining standards & constantly seeking to improve	0 1 2 3 4	Who When	
21 Are checklists available and used/audits displayed?			
22 5S Board - Up to date, regularly reviewed (if no board exists = 0)			
23 Have the improvement actions suggestions been actioned?			
24 Has the standard in the area been properly policed & maintained/improved?			
25 Education of employees - Can the people in the area explain the benefits of 5S?			
<b>SUB TOTAL</b>			
For Q24 if score remains the same as the previous month Score 2	<b>This Month's Score:</b>	<b>SCORE</b>	<b>DIFFERENCE</b>
For Q25 ask employees to explain the benefits of 5S and reasons for standards 1 for each person who cannot answer	<b>Last Month's Score:</b>		
	<b>Difference(+/-):</b>		

**AUDIT MUST BE COMPLETED LAST WEEK OF THE MONTH AND HANDED IN TO 5S CO-ORDINATOR**

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