

# **5S audit form for workspaces and production lines**

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# 5S audit form for workspaces and production lines

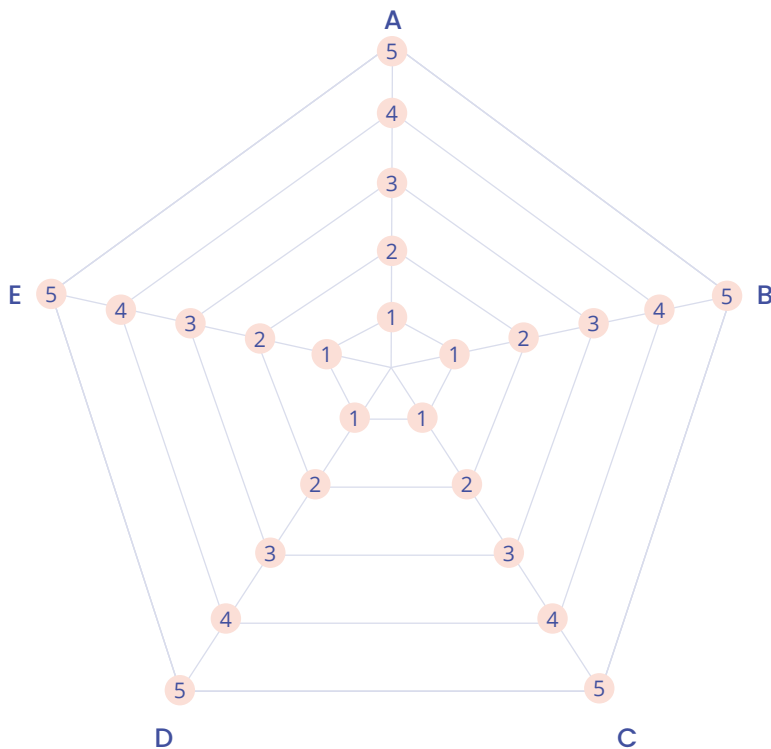
Department / Zone		Auditor 1	
Workspace / Line		Auditor 2	
Date		Auditor 3	

## Seiri 1st S – Sort

Lose surplus		Score *				
A	All materials and aids are used in the workspace weekly (like raw materials, packaging, label rolls).	1	2	3	4	5
B	All aids (tools, exchangeable machine parts, measuring aids, maintenance aids etc.) are used weekly.	1	2	3	4	5
C	There is no unnecessary or broken equipment (lockers, tables, ladders, stools, etc.) in the workspace.	1	2	3	4	5
D	All redundant materials are removed daily, or weekly (cleaning).	1	2	3	4	5
E	All information is current (no old order dates, no expired notifications, no notes taped on boards and machines).	1	2	3	4	5
<b>Subtotal</b>						

Score indicator ■ 0 to 10 ■ 11 to 15 ■ 16 to 20 ■ 21 to 25

- \* 1 = highly improvable (example: the workspace is cluttered and can lead to dangerous situations)
- 2 = improvable (example: improvable but not necessarily dangerous)
- 3 = Average (example: tidy workplace but with multiple improvement points)
- 4 = Good (example: only 2 improvement points visible)
- 5 = Excellent (example: no improvement point is apparently visible)



Remarks

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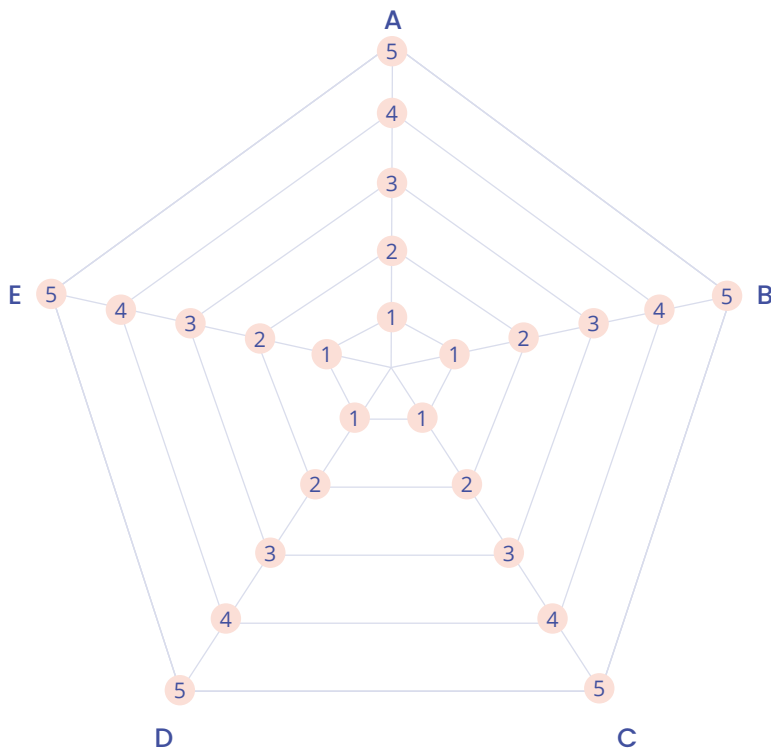
## Seton 2nd S – Simplify

Everything in its place, there's a place for everything		Score *				
A	All tools are color-coded to match the color code of the workspace (or zone). They have their own space on a tool board and can be reached and stored conveniently.	1	2	3	4	5
B	All storage spaces have location markers and article markers, and all materials have assigned locations, so it's clear what should be stored there (signs, compartments, markers).	1	2	3	4	5
C	All storage locations are clearly marked for the indicated amount (think minimum or maximum amount).	1	2	3	4	5
D	Also, all cleaning products, information sources (order data, drawings, performance data, action lists, etc.) have assigned locations.	1	2	3	4	5
E	The workspace is marked, to visualize the separation between walkway, supplies, waste storage and workspace.	1	2	3	4	5

**Subtotal**

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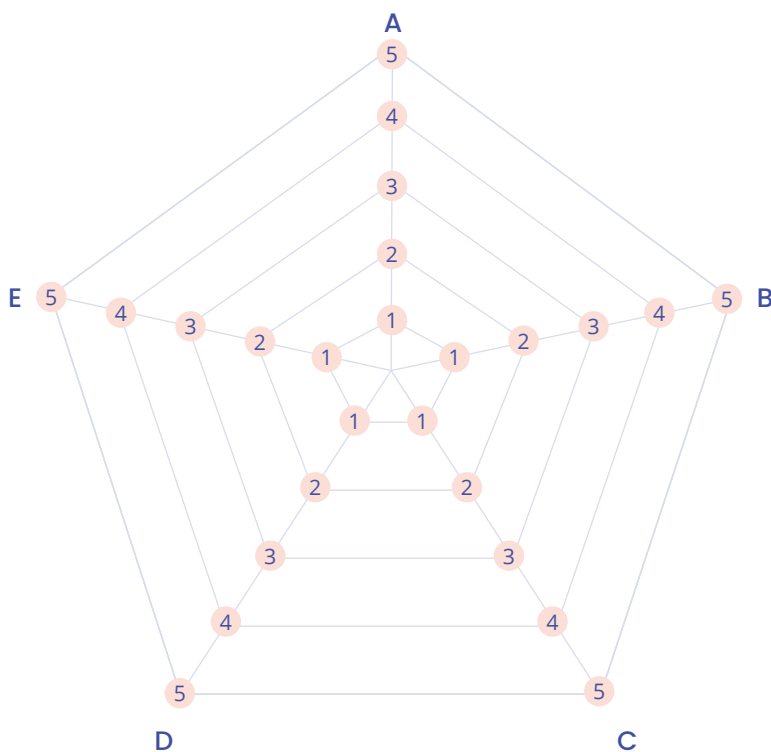
Department / Zone		Auditor 1	
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## Seiso 3rd S – Sweep

Cleaning = inspecting		Score *				
A	All machines, installations, tools, and aids are always clean or in use at the moment.	1	2	3	4	5
B	The floor is clean (no waste, food, dust, dirt, clutter, etc.) and free from damage.	1	2	3	4	5
C	All workspace trash bins have been emptied recently and there's no surrounding waste (1 = too full, trash on the side, 5 – emptied recently).	1	2	3	4	5
D	All machines, aids or materials that need attention (repairs), are marked with a 5S label or sticker.	1	2	3	4	5
E	There's enough time to clean, operators combine cleaning and inspection as a part of (daily autonomous) maintenance.	1	2	3	4	5
<b>Subtotal</b>		+				

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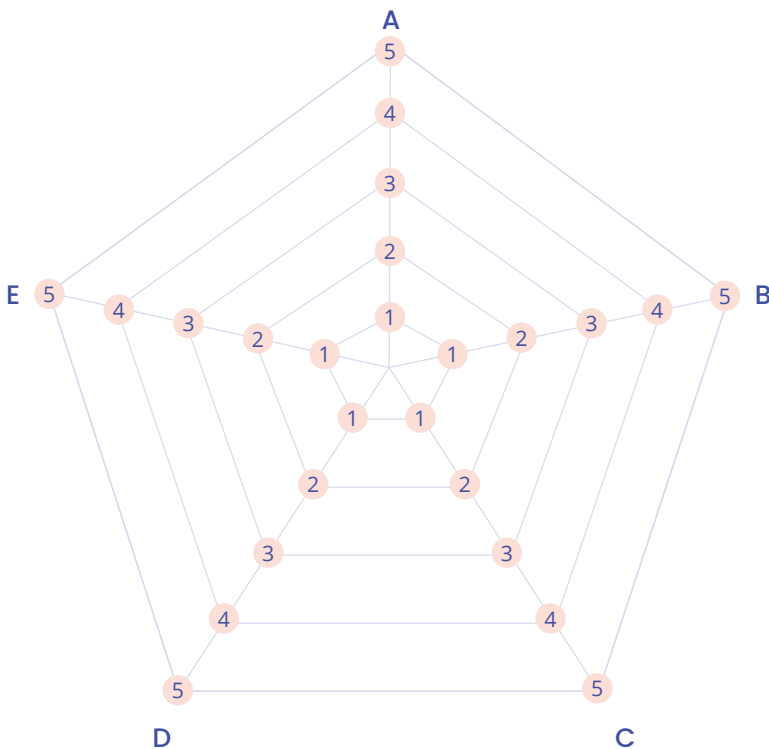
## Seiketsu 4th S – Standardize

	Document and recognize	Score *				
A	All lists (cleaning schedule, planning list, improvement action list etc.) are immediately visible.	1	2	3	4	5
B	Every workspace has cleaning standards available; all standard procedures are clearly documented, visualized and regularly used.	1	2	3	4	5
C	Every authorized person can find any tool, material, or document within 30 seconds.	1	2	3	4	5
D	The entire work area is divided into responsibility areas (zones) and has been clearly assigned to 5S coordinators. This is clearly marked on a map of the entire work area.	1	2	3	4	5
E	The “work” progress (the primary processes) can be monitored instantly (using pulse boards for example), and deviations from the materials- and information streams are instantly recognizable.	1	2	3	4	5

**Subtotal**

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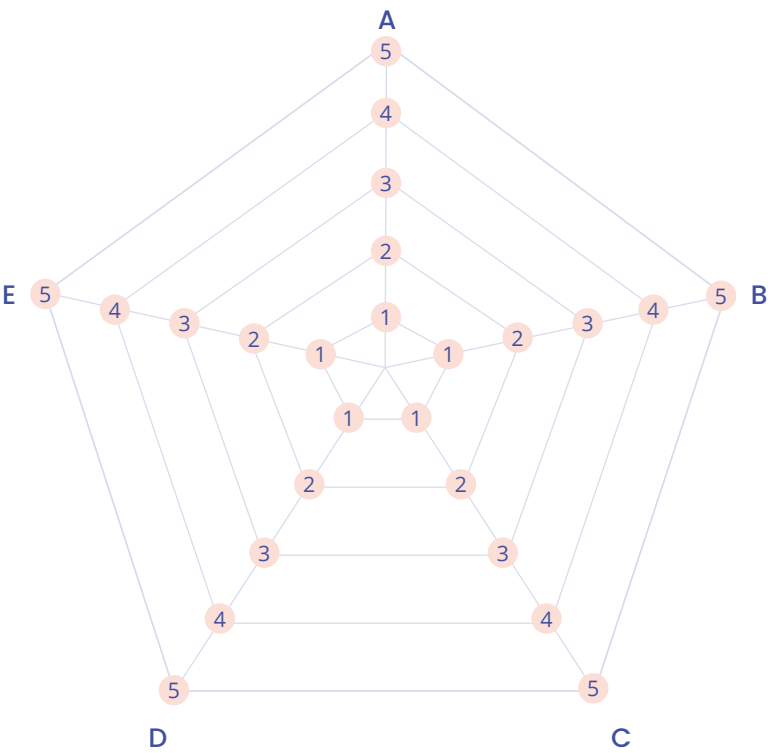
## Shitsuke 5th S – Sustain

A waste-free workplace forever!		Score *				
A	Everybody knows the rules, understands their use and follows them. All performance- and information boards are up-to-date and revised regularly.	1	2	3	4	5
B	The employees themselves make sure that machines, tools, aids and the floor are kept clean and ordered.	1	2	3	4	5
C	All agreements and rules are checked and updated regularly, the results are instantly available (on the boards). Every discussed measure based on the last 5S audit has already been handled or planned.	1	2	3	4	5
D	The workspace improves constantly, and whiteboard meetings are held regularly at scheduled intervals, to safeguard them.	1	2	3	4	5
E	It's great to work in the workspace that has been completely designed to work efficiently and to work with pleasure.	1	2	3	4	5

**Subtotal** +

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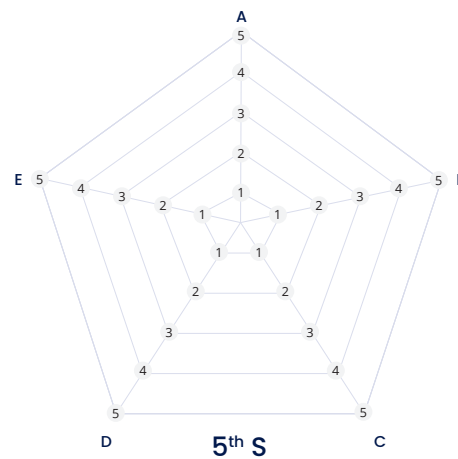
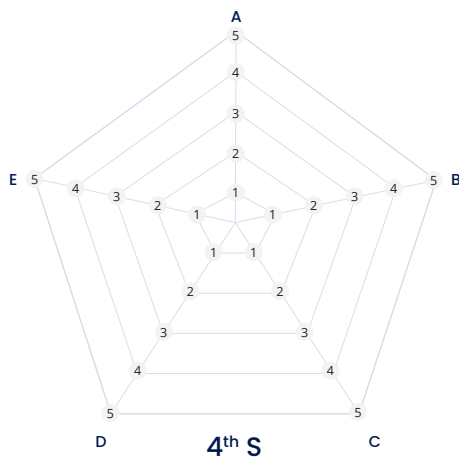
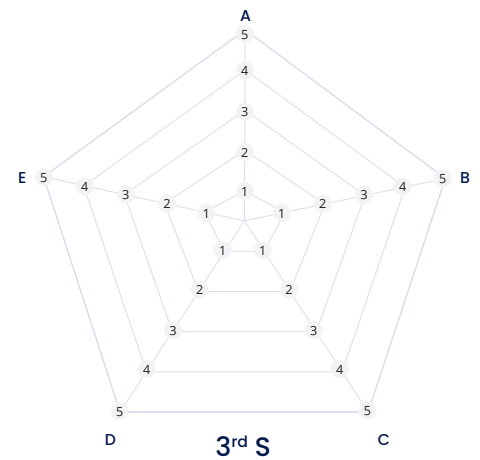
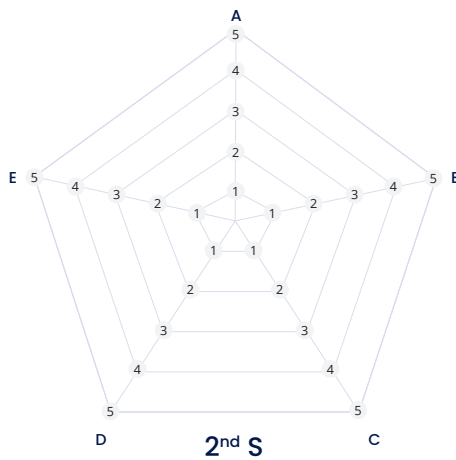
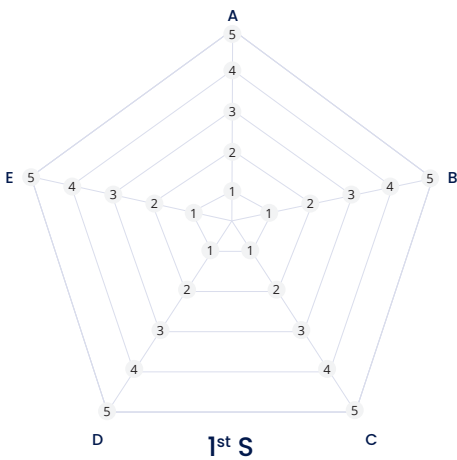
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Total		
		Score *
1ste S	subtotal	
2de S	subtotal	
3de S	subtotal	
4de S	subtotal	
5de S	subtotal	
<b>Total</b>		

Score indicator ■ 0 to 50 ■ 51 to 75 ■ 76 to 100 ■ 101 to 125



## 5S audit form for workspaces and production lines

Department / Zone

Auditor 1

Workspace / Line

Auditor 2

Date

Auditor 3

### Tips and Tops



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