5S AUDIT CHECK SHEET

ZONE NAME :		ZONE NO. :			DATE :		
AUDITOR NAME :		ZONE LEADER :					

5'S'	S. No.	Contents	Max. marks	OBSERVATION	RESULT (Marks Obs.)	ACTION PLAN FOR NC'S	TARGET DATE	REMARKS
SORT	1	Is there something which is not of any use ?	5					
SORT	2	files keeping place is clear or not ?	5					
SORT	3	Is there any instrument, which is not in use ?	5					
SORT	4	Whether all the infomative and notice objects are in proper shape or not ?	5					
SET IN ORDER	1	Whether the place to keep files,tools, parts,fixtures, is clean or not ? (almirah,rack etc)	5					
SET IN ORDER	2	Whether the files & all items is being kept in its appropriate place or not ?	5					
SET IN ORDER	3	Whether the instruments is being kept in boxes / almirha as per specific standard or not ?	5					
SHINE	1	Is there any dust,oil surface ?	5					
SHINE	2	Is the office place is neet and clean and all filing cabinate and storage area are clean.	5					
SHINE	3	All things clean to best possible extent?	5					
STANDARDISE	1	What is the condition of files, instruments ,dusters and tools etc.?	5					
STANDARDISE	2	Whether the related tools / remote / duster/ files are on place .	5					
SUSTAIN	1	Whether the every body is working as per working time or not ?	5					
SUSTAIN	2	Whether the safety arrangement is ok or not ?	5					
SUSTAIN	3	Whether dressing of uniform is ok or not ?	5					
		TOTAL MARKS	75					
		ACHIEVED MARKS			**AUDIT SCORE (%)**			

Scale
1 Not followed
2 Followed partiality by default
3 Followed as per Standards/Instruction
4 Followed Consistently with awareness
5 Followed Showing Improvent

Green (> 70%)	Yellow (50 - 70%)	Red (< 50%)

NOTE : IF 5S AUDIT SCORE LESS THAN 70% THEN ACTION PLAN TO BE SUBMITTED

AUDITEE SIGN. :-   AUDITOR SIGN. :-