

5S Audit Check Sheet (Seiri)

S.No	Check Items	Description	0	1	2	3	4	5
1	Materials and Parts	Does the RM or WIP include unneeded material?						
2	Machine or Equipment	Is there any unused equipment (old machine) around?						
3	Jigs, Tools and Dies	Are there any unused jigs, tools, dies or similar items around?						
4	Unnecessary items	Is it obvious which items have been marked as unnecessary?						
5	Old documents and standards	Are there any old and useless documents around?						

5S Audit Check Sheet (Seiton)

S.No	Check Items	Description	0	1	2	3	4	5
1	Location indicators	Have shelves and other storage areas been marked with location indicators and addresses?						
2	Item indicators	Do the shelves have indicators showing which items go where?						
3	Quantity indicators	Are the maximum and minimum allowable quantities indicated?						
4	Marking of gangways and in-process inventory area	Are white lines or other markers used to clearly indicate gangways and storage areas?						
5	Jigs and Tools	Are jigs and tools arranged rationally to facilitate picking them up and returning them?						

5S Audit Check Sheet (Seiso)

S.No	Check Items	Description	0	1	2	3	4	5
1	Floors	Are floors kept shiny clean and free of waste, water and oil?						
2	Machines	Are the machines wiped clean often and kept free of shavings, chips and oil?						

3	Cleaning and Checking	Is equipment inspection combined with equipment maintenance?						
4	Cleaning Responsibilities	Is there a person responsible for overseeing the cleaning operation?						
5	Habitual cleanliness	Do operators habitually sweep floors and wipe equipment without being told?						

5S Audit Check Sheet (Seiketsu)

S.No	Check Items	Description	0	1	2	3	4	5
1	Improved memos	Are improvement suggestions regularly being generated?						
2	Improvement suggestions	Are improvement ideas being acted on?						
3	Key procedures	Are SOPs clear, documented and actively used?						
4	Visual controls	Are visual controls effective and sensible? Can these be seen from a distance?						
5	Guide arrows and other sign	Are these easy to understand and helpful? Does the plant look like an open book? Can one easily find toilets, canteen, reception etc						

5S Audit Check Sheet (Shitshuke)

S.No	Check Items	Description	0	1	2	3	4	5
1	Training	Is everyone adequately trained in SOP?						
2	General Discipline	Do people report for their work on time? Are their uniforms clean?						
3	Dojo	<u>Does the company have its own dojo? Are the facilities adequate? Are the trainers competent?</u>						
4	TNI	<u>Does the company have a culture of Training needs identification? Are training plans adhered to? Are training records kept?</u>						
5	Targets and responsibilities	Are people clear about their targets and responsibilities? Can they clearly narrate these when asked for?						