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| 5S Audit Check Sheet |
| **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Completed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Category** |  # of problems  | **Score (circle one)** |
| **0 1 2 3 4+** |
| **Sort***Determine what is needed and remove what is not needed.* | 1. Unneeded equipment, supplies, inventory are not red-tagged.
2. Red-tagged items not removed as planned.
3. Cupboards and cabinets contain non-essential items.
4. Items are present in aisles, stairways, under equipment.
 | 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| **Set in Order***A place for everything and everything in its place.* | 1. Tools and equipment not located in most convenient location.
2. Most common supplies not located in the most convenient location.
3. Quantity of supplies is not obvious.
4. Personal belongings (coats, bags) are not stored in place provided.
 | 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| **Shine***Clean, then keep it clean.* | 1. Floors, walls, stairs, surfaces are dirty.
2. Equipment is dirty or has a leak.
3. Bins are overflowing or not maintained on a regular basis.
4. Cleaning supplies are not accessible to those who need them.
 | 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| **Standardise***Maintain the first three categories and monitor.* | 1. Cleaning and maintenance jobs do not use a checklist.
2. Ask four people about responsibility to restock items. Each person unaware is considered a problem.
3. Ask four people about responsibility to clean area. Each person unaware is considered a problem.
 | 5 4 3 2 0 |
| 5 4 3 2 0 |
| 5 4 3 2 0 |
| **Sustain***Maintain high standards and continue to improve*. | 1. New staff not trained in 5S.
2. 5S audits are not scheduled or held when scheduled.
3. Improvement idea has been introduced and acted on since last 5S audit.
 | 5 4 3 2 0 |
| 5 0 |
| 5 0 |