

6S Production Area Audit Checklist				
Assign a score from 1 to 5 for each checklist item, where 1 reflects poor and 5 represents full compliance with industry best practices.				
Auditor Name:	Team Lead		Date of Audit:	
Area Audited:	Production Line PL12			
Category	Check Item	Description	Comments	Score (1- 5)
Sort (Organization)	Components, Materials & Parts	Only the current level of inventory that is needed for the work at hand. Scrap and rework material is removed.	Inventory levels inconsistent. Introduce reorder indicators to avoid overstocking or shortages.	3
	Fixtures, Jigs, Templates, Cabinets & Drawers	Only those that are needed are available and in the area. These are marked and maintained.		4
	Tools, Fixtures & Other Equipment	Only the required tools are in the area. Marked and in regular duty. Any items that are used less than weekly should be relocated.	Tools are present but not fully organized by frequency of use. Reassess layout for ergonomic flow.	3
	Bulletin Boards	All bulletin boards are arranged in a straight and meaningful manner.		4
	First Impression Overall	First Impression: What impression would you get the first time you see this area?		4
	Total Score		18	
Set in Order (Orderliness)	Area Layout	Machinery, benches, etc., are arranged in a logical and neat fashion to promote a smooth product flow.	Cables and hoses loosely placed. Introduce cable trays or vertical hanging structures.	3
	Labeling	Correct places for items are obvious & items are in their correct places.		4
	Aisles, Walkways and Floor Marking	Lines on the floor clearly mark aisles, walkways, work areas, storage locations and danger areas.		4
	Floor Display	Floor space is clearly marked for flow. Those items stored on the shop floor are clearly defined with boundaries.		4
	Equip. Maintenance	All equipment is maintained and labeled. Critical points for daily maintenance checks are clearly visible.		4
	Documentation and Visual Signals	Necessary work documents and binders necessary to do the work are stored at workstations. Documentation and binders are stored in binders.		4
	Total Score		23	
Shine (Cleanliness)	Condition of Floors	All people are aware of the need for cleanliness, and will clean. Cleaning of floors is done routinely and all necessary tools and materials are available.		4
	Cleaning Supplies and Tools	Cleaning supplies and tools (e.g., brooms, vacuums, mops, etc.) are available, in a neat manner, in proper condition and stored properly.		4
	Dedicated Cleaning Zones	Specific color-coded zones exist for cleaning tools and equipment to avoid cross-contamination.		4
	Machine Cleaning	Machines and equipment are cleaned, lubricated, and maintained on a regular basis, and ownership is clearly defined.		4
	Unplanned Delay Diligence	Where unexpected delays occur, countermeasures result in a substantially easier cleanup and safer equipment.		4
	Total Score		20	
Standardize (Adherence)	Visual Work Instructions (VWI)	Visual controls and process flow maps are present in each production work area and accessible to all personnel in the area.		4
	Weekly/Monthly Audits	Methods are reviewed on a regular basis, and as new methods are developed, they are quickly introduced and adopted by others.		4
	Standard Operating Procedures (SOPs)	Up-to-date SOPs are available at point-of-use and followed consistently.	SOPs exist but are outdated..Include last revision date and operator sign-off.	3
	Change Communication System	Changes to standards (layout, tools, methods) are clearly communicated and documented.		4
	Teamwork and Training	Methods are reviewed in a regular fashion, and as new methods are developed, they are quickly introduced and adopted by others.		4
	Total Score		19	

Sustain (Self-discipline)	Maintenance – TPM / AM	Production teams are continuously deployed to keep equipment operating properly & practice TPM – AM. A system is in place to detect and eliminate the root cause of breakdowns.	TPM/AM routines exist but lack consistent visual tracking. (green/yellow/red) for operator-level maintenance to increase ownership.	3
	Area Responsibility / Audits & 5S	Each department has clearly defined ownership and responsibility for 5S auditing and continuous improvement.		4
	Downtime Control	A downtime analysis system is in place, used, and understood from the frontline to management.	Downtime data is collected but not always analyzed for patterns. Implement Pareto charts for breakdown categories	2
	5S Improvements / Kaizen	Small and medium Kaizen & 5S improvements are implemented with each area on a regular basis and coordinated by area leaders.		4
	Visual Aids / Tags / Top Mgmt	Visual controls, signs, documentation, and materials review match the layout and input. There is a sense of awareness and initiative.		4
	Control & Sustaining	5S is institutionalized with standardization between lines. Improvement initiatives are maintained and expanded.		4
	Total Score		21	

Safety	Hazardous Material Storage	Liquids, solvents, flammables, and other chemicals are properly labeled and stored.		4
	Emergency Access	Safety devices are clearly marked; highly visible and unobstructed. Emergency egress routes are marked and exit doors, lights, alarms, etc., in good condition.		4
	Personal Protective Equipment	Employees are using the required Personal Protective Equipment for their job classification.		4
	Power Sources	Electrical, mechanical, hydraulic, pneumatic and gravity energy sources are identified. Color coding is used to identify the type of source.		4
	SUBU	Standardized tools, layout, work instructions, and action plans are developed.		4
	Ergonomics	Workstation and environment match most commonly encountered physical demands. Processes exert low or no pressure on arms, wrists, hands, and back.		4
	Total Score		24	

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