5S Audit

Department Name:sales

Date:2011-10-06

Company Name:abacus template

Auditor Name:das infomedia

1S	No	Check Item	Description	Score 0	1	2	3	4	18
S O R T	1	Materials or parts	Does the inventory or in-process inventory include and unneeded materials or parts33?					✅	
	2	Machines or equipment	Are there any unused machines or other equipment around?					✅	
	3	Jigs, tools, or dies	Are there any unused jigs, tools, dies or similar items around?				✅		
	4	Visual control	Is it obvious which items have been marked as unnecessary?					✅	
	5	Written standards	Has establishing the 5S's left behind any useless standard?				✅		
			Sub Total	0	0	0	6	12	

2S	No	Check Item	Description	Score 0	1	2	3	4	15
S E T I N O R D E R	6	Location Indicators	Are shelves and other storage areas marked with location indicators and addresses?				✅		
	7	Item Indicators	Do the shelves have signboards showing which items go where?			✅			
	8	Quantity Indicators	Are the maximum and minimum allowable quantities indicated?				✅		
	9	Demarcation of walkways and in-process inventory areas	Are white lines or other markers used to clearly indicate walkways and storage areas?					✅	
	10	Jigs and tools	Are jigs and tools arranged more rationally to facilitate picking them up and returning them?				✅		
			Sub Total	0	0	2	9	4	

3S	No	Check Item	Description	Score 0	1	2	3	4	16
S H I N E	11	Floors	Are floors kept shiny clean and free of waste, water and oil?					✅	
	12	Machines	Are the machine wiped clean often and kept free of shavings, chips and oil?				✅		
	13	Cleaning and checking	Is equipment inspection combined with equipment maintenance?			✅			
	14	Cleaning responsibilities	Is there a person responsible for overseeing cleaning operations?				✅		
	15	Habitual cleanliness	Do operators habitually sweep floors, and wipe equipment without being told?					✅	
			Sub Total	0	0	2	6	8	

0=Very Bad 1=Bad 2=Average 3=Good 4=Very Good

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4S	No	Check Item	Description	Score					17
				0	1	2	3	4	
S T A N D A R D I S E	16	Improvement memos	Are improvement memos regularly being generated?				✅		
	17	Improvement ideas	Are improvement ideas being acted on?				✅		
	18	Key procedures	Are standard procedures clear, documented and actively used?					✅	
	19	Improvement plan	Are the future standards being considered with a clear improvement plan for the area?					✅	
	20	The first 3 Ss	Are the first 3 Ss (sort, set locations and shine) being maintained?				✅		
			Sub Total	0	0	0	9	8	

5S	No	Check Item	Description	Score					18
				0	1	2	3	4	
S U S T A I N	21	Training	Is everyone adequately trained in standard procedure?					✅	
	22	Tools and parts	Are tools and parts being stored correctly?				✅		
	23	Stock controls	Are stock controls being adhered to?					✅	
	24	Procedures	Are procedures up-to-date and regularly reviewed?					✅	
	25	Activity boards	Are activity boards up-to-date and regularly reviewed?				✅		
			Sub Total	0	0	0	6	12	

Grand Total Score	84

Previous Total:83   Percent Change:1.2%

Notes:

good one

0=Very Bad   1=Bad   2=Average   3=Good   4=Very Good