5S Audit

Department Name:fy   Date:11/11/2013

Company Name: Auditor Name:sr

1S	#	Check Item	Description	Score					0
				0	**1**	**2**	**3**	**4**	
S O R T	1	Materials or parts	Does the inventory or in-process inventory include and unneeded materials or parts?	✔					
	2	Machines orequipment	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	0	0	

2S	#	Check Item	Description	Score					0
				0	**1**	**2**	**3**	**4**	
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	Jigs and tools	Are jigs and tools arranged more rationally to facilitate picking them up and returning them?	✔					
	10	Floors	Are floors kept shiny clean and free of waste, water and oil?	✔					
			Sub total	0	0	0	0	0	

3S	#	Check Item	Description	Score					0
				0	**1**	**2**	**3**	**4**	
S H I N E	11	Machines	Are the machine wiped clean often and kept free of shavings, chips and oil?	✔					
	12	Cleaning and checking	Is equipment inspection combined with equipment maintenance?	✔					
	13	Cleaning responsibilities	Is there a person responsible for overseeing cleaning operations?	✔					
	14	Habitual cleanliness	Do operators habitually sweep floors, and wipe equipment without being told?	✔					
	15	Improvement ideas	Are improvement ideas being acted on?	✔					
			Sub total	0	0	0	0	0	

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

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4S	#	Check Item	Description	Score					0
				0	1	2	3	4	
S T A N D A R D I S E	16	Key procedures	Are standard procedures clear, documented and actively used?	✓					
	17	Improvement plan	Are the future standards being considered with a clear improvement plan for the area?	✓					
	18	The first 3 Ss	Are the first 3 Ss (sort, set locations and shine) being maintained?	✓					
	19	Training	Is everyone adequately trained in standard procedure?	✓					
	20	Tools and parts	Are tools and parts being stored correctly?	✓					
			Sub total	0	0	0	0	0	

5S	#	Check Item	Description	Score					0
				0	1	2	3	4	
S U S T A I N	21	Stock controls	Are stock controls being adhered to?	✓					
	22	Procedures	Are procedures up-to-date and regularly reviewed?	✓					
	23	Activity boards	Are activity boards up-to-date and regularly reviewed?	✓					
	24	Demarcation of walkways and in-process inventory areas	Are white lines or other markers used to clearly indicate walkways and storage areas?	✓					
	25	Improvement memos	Are improvement memos regularly being generated?	✓					
			Sub Total	0	0	0	0	0	

Grand Total Score	0

Notes:

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