

5S Audit

Department Name:finance

Date:2012-07-09

Company Name:testing

Auditor Name:testing

| 1S | No | Check Item | Description | Score | | | | | 19 |
|-----------------------------------------------------|----|--------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----|
| | | | | 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 parts33? | | | | | <input checked="" type="checkbox"/> | |
| | 2 | Machines or equipment | Are there any unused machines or other equipment around? | | | | | <input checked="" type="checkbox"/> | |
| | 3 | Jigs, tools, or dies | Are there any unused jigs, tools, dies or similar items around? | | | | <input checked="" type="checkbox"/> | | |
| | 4 | Visual control | Is it obvious which items have been marked as unnecessary? | | | | | <input checked="" type="checkbox"/> | |
| | 5 | Written standards | Has establishing the 5S's left behind any useless standard? | | | | | <input checked="" type="checkbox"/> | |
| | | | Sub Total | 0 | 0 | 0 | 3 | 16 | |
| 2S | No | Check Item | Description | Score | | | | | 17 |
| | | | | 0 | 1 | 2 | 3 | 4 | |
| S E T I N G O R D E R | 6 | Location Indicators | Are shelves and other storage areas marked with location indicators and addresses? | | | | | <input checked="" type="checkbox"/> | |
| | 7 | Item Indicators | Do the shelves have signboards showing which items go where? | | | | <input checked="" type="checkbox"/> | | |
| | 8 | Quantity Indicators | Are the maximum and minimum allowable quantities indicated? | | | | | <input checked="" type="checkbox"/> | |
| | 9 | Demarcation of walkways and in-process inventory areas | Are white lines or other markers used to clearly indicate walkways and storage areas? | | | | <input checked="" type="checkbox"/> | | |
| | 10 | Jigs and tools | Are jigs and tools arranged more rationally to facilitate picking them up and returning them? | | | | <input checked="" type="checkbox"/> | | |
| | | | Sub Total | 0 | 0 | 0 | 9 | 8 | |
| 3S | No | Check Item | Description | Score | | | | | 10 |
| | | | | 0 | 1 | 2 | 3 | 4 | |
| S H I N E | 11 | Floors | Are floors kept shiny clean and free of waste, water and oil? | | | | <input checked="" type="checkbox"/> | | |
| | 12 | Machines | Are the machine wiped clean often and kept free of shavings, chips and oil? | | <input checked="" type="checkbox"/> | | | | |
| | 13 | Cleaning and checking | Is equipment inspection combined with equipment maintenance? | | | <input checked="" type="checkbox"/> | | | |
| | 14 | Cleaning responsibilities | Is there a person responsible for overseeing cleaning operations? | | | | <input checked="" type="checkbox"/> | | |
| | 15 | Habitual cleanliness | Do operators habitually sweep floors, and wipe equipment without being told? | | <input checked="" type="checkbox"/> | | | | |
| | | | Sub Total | 0 | 2 | 2 | 6 | 0 | |

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

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| 4S | No | Check Item | Description | Score | | | | | 15 |
|-----------------------------------------------------|----|-------------------|---------------------------------------------------------------------------------------|-------|---|-------------------------------------|-------------------------------------|-------------------------------------|----|
| | | | | 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? | | | | | <input checked="" type="checkbox"/> | |
| | 17 | Improvement ideas | Are improvement ideas being acted on? | | | <input checked="" type="checkbox"/> | | | |
| | 18 | Key procedures | Are standard procedures clear, documented and actively used? | | | | | <input checked="" type="checkbox"/> | |
| | 19 | Improvement plan | Are the future standards being considered with a clear improvement plan for the area? | | | <input checked="" type="checkbox"/> | | | |
| | 20 | The first 3 Ss | Are the first 3 Ss (sort, set locations and shine) being maintained? | | | | <input checked="" type="checkbox"/> | | |
| | | | Sub Total | 0 | 0 | 4 | 3 | 8 | |
| 5S | No | Check Item | Description | Score | | | | | 14 |
| | | | | 0 | 1 | 2 | 3 | 4 | |
| S U S T A I N | 21 | Training | Is everyone adequately trained in standard procedure? | | | | <input checked="" type="checkbox"/> | | |
| | 22 | Tools and parts | Are tools and parts being stored correctly? | | | <input checked="" type="checkbox"/> | | | |
| | 23 | Stock controls | Are stock controls being adhered to? | | | | | <input checked="" type="checkbox"/> | |
| | 24 | Procedures | Are procedures up-to-date and regularly reviewed? | | | | <input checked="" type="checkbox"/> | | |
| | 25 | Activity boards | Are activity boards up-to-date and regularly reviewed? | | | <input checked="" type="checkbox"/> | | | |
| | | | Sub Total | 0 | 0 | 4 | 6 | 4 | |

Grand
Total
Score

75

Notes:

good

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