

5S Audit Form

NAME: _____ DATE: _____ TEAM: _____

For each statement, check the score that best represents the 5S level for each item in each category.

Total score for each category and then add category totals.

SORT Sort out necessary & unnecessary items. The items deemed unnecessary and not being used should be removed from the area (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, PC electronic files, safe)	Unacceptable <i>No evidence shown</i>	Poor <i>Only evident here and there</i>	Good <i>Applied and evident in most areas</i>	Excellent <i>Thoroughly evident and applied to all areas</i>	World Class <i>Continuously looking for ways to make even more improvements</i>
1. Items/supplies on surfaces have been sorted, separating needed (used frequently) from unneeded (used infrequently or not at all).	1	2	3	4*	5
Details:					
2. Items/supplies in bookcases or on shelves have been sorted, separating needed from unneeded (available electronically or not needed at location).	1	2	3*	4	5
Details:					
3. Items in cupboards or drawers, including desk and file drawers, have been sorted, separating needed from unneeded (available electronically or not needed at location).	1	2	3*	4	5
Details:					
4. Items on floors have been sorted, separating needed from unneeded eliminating floor piles and all cords are safely contained.	1	2	3*	4	5
Details:					
5. Needed items (in cupboards, drawers, bookshelves, on surfaces, or floors) have been placed at the closest location to where they are used the most to minimize the waste of motion.	1	2	3*	4	5
Details:					
6. Unneeded items have been removed from the work area.	1	2	3	4*	5
Details:					
7. Work agreements for the above are documented and all staff know where to find the agreements.	1	2	3	4*	5
Details:					
Total Score					24

SET IN ORDER A place for everything and everything in its place so it should be easy to find	Unacceptable	Poor	Good	Excellent	World Class
8. Locations of needed items are labeled and items are in correct locations.	1	2	3	4*	5
Details:					
9. Required quantities for needed items are determined (par levels), including items in desk drawers and in bookshelves.	1	2	3	4*	5
Details:					
10. Locations for movable items are labeled, and items are placed in correct locations (white board/laminated card/label on wall can be used).	1	2	3	4*	5
Details:					
11. Visual controls and indicators are established including: Posted map of area, including individual room maps.	1	2	3*	4	5
Details:					
12. There are Kanbans for re-order (if used by group agreement).	1	2	3	4*	5
Details:					
13. There is Labeling indicating contents of drawers and cupboards (a new person should be able to locate without assistance).	1	2	3	4*	5
Details:					
Total Score					23