5S audit – 25-question checklist

LEANPRODUCTS Lean manufacturing www.LeanProducts.eu

Area / department | Date | Auditor | Previous audit score

Score per question: 0 not done · 1 started · 2 halfway · 3 almost always · 4 always and visible to everyone. Each S is worth up to 20 points, the department 100.

Seiri – Sort

Subtotal: ____ / 20

1	**Is there only what is needed today in the area?** Materials, tools and documents not used in the current work leave the area.	0 1 2 3 4
2	**Do doubtful items have a red tag?** With a date and a holding area: if nobody claims them by that date, they are removed.	0 1 2 3 4
3	**No scrap, defective parts or idle empty bins?** On benches, on shelves and on the floor.	0 1 2 3 4
4	**Does line-side stock stay within a maximum?** The minimum and maximum are written on the spot, not kept in someone's head.	0 1 2 3 4
5	**Notice boards and walls free of out-of-date documents?** An old sheet next to a new one leads to mistakes.	0 1 2 3 4

Seiton – Set in order

Subtotal: ____ / 20

6	**Does every tool have a fixed place with an outline or label?** If it is missing, you must see it without opening drawers.	0 1 2 3 4
7	**Are shelves and containers identified?** Labels readable from where you pick, not only close up.	0 1 2 3 4
8	**Do pallets, trolleys and floor containers have a marked location?** Every load has a named place; anything out of place stands out.	0 1 2 3 4
9	**Are aisles and walkways marked and clear?** No load parked on the lines.	0 1 2 3 4
10	**Is what is used most often closest to the point of use?** Rarely used items can be further away; frequent ones must be within reach.	0 1 2 3 4

Seiso – Shine

Subtotal: ____ / 20

11	**Are floors, machines and benches clean right now?** You score the state at the time of the audit, not yesterday's.	0 1 2 3 4
12	**Is a cleaning plan on display?** Who, what, when and with what: written in the area, not in the office.	0 1 2 3 4
13	**Do cleaning tools have a place and are they complete?** One colour per area prevents tools from wandering between departments.	0 1 2 3 4
14	**Do anomalies found while cleaning have an open action?** Leaks, chips, wear: cleaning is how you see them before the breakdown.	0 1 2 3 4
15	**Are the hard-to-reach corners as clean as the rest?** Under machines, behind shelving, on top of cabinets.	0 1 2 3 4

Seiketsu – Standardise

Subtotal: ____ / 20

16	**Are aisle and zone colours the same across the whole plant?** The colour code is written down and everyone knows it.	0 1 2 3 4
17	**Is the floor marking intact?** A torn line stops being respected: where trucks pass you need a heavy-duty tape.	0 1 2 3 4
18	**Are instructions and standards at the machine and up to date?** Protected, legible, with the revision date.	0 1 2 3 4
19	**Can you tell normal from abnormal at a glance?** Visible signs, levels and limits, without asking anyone.	0 1 2 3 4
20	**Is there a photo of how the area should look?** The best standard is a picture hung in the right place.	0 1 2 3 4

Shitsuke – Sustain		Subtotal: ____ / 20
21	**Is the latest audit on display in the area?** With the score, the date and the trend compared with earlier ones.	0 1 2 3 4
22	**Are the actions from the previous audit closed?** Every action has an owner and a date.	0 1 2 3 4
23	**Can the people working in the area explain the rules?** Ask someone at random, not the supervisor.	0 1 2 3 4
24	**Is the audit carried out at the planned interval?** A skipped audit is the first sign that 5S is slipping.	0 1 2 3 4
25	**Is there a short meeting in front of the department board?** A few minutes, standing, on the area's figures.	0 1 2 3 4

Department total: _____ / 100

The three actions after the audit

Take the three lowest-scoring questions: one action, one owner and one date for each. On the next round, check that they are closed.

Question no.	Action	Owner	By