

Poka

5S Audit

General Information

Date & Time:

Name of Auditor(s):

Audited Area:

Sort (Seiri) Determine if every item is required.	Evaluation					Notes
	0	1	2	3	4	
Materials & Parts Are there any unnecessary pallets, raw materials, drums, inventory or finished products?						
Machines & Equipment Are there any unused machines or other equipment?						
Tools, Jigs & Accessories Are there any unneeded tools, jigs, dies, moulds or accessories?						
Written Standards Are there any unneeded or obsolete instructions, procedures, memos, drawings or visual displays?						
Visual Control Is it obvious which items are marked as unnecessary?						
Sub Total	/20					

Set in Order (Seiton) Determine if each item has a designated storage area.	Evaluation					Notes
	0	1	2	3	4	
Location Indicators Do storage areas marked with location indicators?						
Item Indicators Do shelves illustrate which items go where?						
Quantity Indicators Are the maximum and minimum allowable quantities indicated?						
Floor Indicators Are markers used to indicate walkways and storage areas clearly?						
Documentation Are all documents essential to the activity well-arranged and clearly identified?						
Sub Total	/20					

Shine (Seiso) Determine if the work area is cleaned from top to bottom.	Evaluation					Notes
	0	1	2	3	4	
Floor Are floors kept shiny and free of waste, water and oil?						
Workstation Are machines, piping, cabinets, and shelves cleaned according to the schedule?						
Tools Are tools adequately cleaned and free of any contaminants?						
Cleaning Equipment Are cleaning tools and materials available, accessible and adapted?						
Process Is there a person in charge of overseeing cleaning? Do operators habitually clean without being told?						
Sub Total	/20					

Standardize (Seiketsu)	Evaluation					Notes
Determine if there is a clear process for all three previous steps.	0	1	2	3	4	
Visual Controls Are information displays, signs, color coding & other markings established?						
Key Procedures Are procedures for maintaining the first three S's being displayed?						
Documentation Are checklists, schedules and routines defined and used?						
Responsibility Does everyone know their responsibilities?						
Regular Audits Are regular audits being carried out using this checklist?						
Sub Total	/20					

Sustain (Shitsuke)	Evaluation					Notes
Determine if a culture of lean manufacturing is being maintained.	0	1	2	3	4	
Training Is everyone adequately trained?						
Lean Culture Is 5S a way of life rather than just another task?						
Success Stories Are success stories being displayed with before and after pictures?						
Rewards & Recognition Are employees being rewarded and recognized for their contribution to 5S?						
Activity Board Are activities and procedures up-to-date and regularly reviewed?						
Sub Total	/20					

Total Score	Notes
/100	