5S audit

FactoKit's example questions, not an official checklist; 5S is common practice, not a standard. Score 0 (not at all) to 4 (fully as it should be).

Audit

Area	Auditor	Date

1S Sort

Only what is needed for the current work is at the workplace. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Items not needed are tagged and removed or in a holding area. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
No defective or unknown parts lie around. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
1S Sort: points / possible	

2S Set in order

Every tool, part and document has a marked place. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Things are back in their place after use. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Floor markings and labels are complete and readable. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
2S Set in order: points / possible	

3S Shine

Floor, machines and benches are clean. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Sources of dirt and leaks are known and being removed. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Cleaning tools are at hand and in order. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
3S Shine: points / possible	

4S Standardize

A cleaning and checking plan is posted and followed. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Standards (pictures, checklists) show the target state. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
Deviations from the standard are visible at a glance. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
4S Standardize: points / possible	

5S Sustain

The last audit's actions are done or on time. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
The team does the 5S routine without being asked. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment

Results are posted on the area board. ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4	Comment
5S Sustain: points / possible	

Total

Total points / possible	Share (%)
Actions agreed	