

5S Audit Form

Directions

Enter a "1" if the criteria is fully met otherwise score a "0" if there is improvement needed. If N/A enter "1"

Sort Questions

1. Is there ANY visible evidence of sorting in the area? (Expectations per 5S levels of achievement - Ask at least two team members what the 5S's are and what they mean. Ask people what activities they participate in.)

1

2. Have team members been trained in 5S and understand the 5S principles? (Expectations per 5S levels of achievement - If something is not used regularly, it should not be in the immediate work area. Nothing should be stored in the aisles. Storage locations for items should be labelled as such.)

0

3. Are employee desks and common areas organized, labeled, free of clutter and debris? Are unneeded items removed from the area? Are chemicals within expiration date? Are personal tools and toolboxes removed? (Expectations per 5S levels of achievement - Verify that all cleaning supplies have a storage location. Production chemicals should be labeled with an expiration date and not be expired.)

0

4. Are aisles clearly marked and unobstructed? Are the tops of cabinets cleared? Are Tier boards arranged in a neat manner and self explanatory? Are all outdated documents removed from work area? (Expectations per 5S levels of achievement - Are outdated, torn or soiled announcements removed from the area? All visuals should be up to date. Obsolete, unnecessary or unused work instructions are removed from the area. Less frequent items have defined storage locations outside immediate work area.)

1

5. Is there a documented red tag procedure and is it being followed? (Expectations per 5S levels of achievement - Is a "5S Tag" area identified? Are "5S Tags" available? Must see a "5S tag" schedule and log in order to give this a '1'.)

1

Goal

5

Sort Total Score

3.00

Store Questions

1. Is there ANY visible evidence of storage in the area...labeling, taping, tooling storage? (Expectations - Checklists for safety equipment is current and up to date. All personnel in

4. Are parts/supplies placed in clearly marked locations? Min/max levels in supply cabinets? Is there a visual process to control and monitor WIP? (Expectations - Every place that has any

Store Total Score

4.00

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area are following safety/quality guidelines (safety glasses, gloves, etc.))

1

2. Exits are clearly marked? Fire extinguishers are marked? Eye wash stations and other safety equipment marked? (Expectations - Must see the actual 5S Individual Standard Work checklists for 2 team members and some kind of evidence that it is being followed. Work orders have been submitted for items the team can't complete. Cleaning equipment location is labelled and neatly stored.)

1

3. Are calibrated items labeled to show recal date? Are tools located in the most useful place with labeling or shadowboards? 1 box located at bench for unit in process. (Expectations - Review common areas and at least 2 team members' areas for compliance. Everything inside the file cabinet is clearly marked and easy to find. For production, this includes raw matl, tools, WIP, and all supporting materials.)

0

shared item stored must be labeled. All shelves, containers, storage locations for shared paper, material, etc. must communicate the min and max quantity.)

1

5. Visual management system is in place to show what stage of work product is in. All cabinets are labeled on outside and inside. (Expectations - Are items stored properly when not in use. Is there an inventory that is visible for all cabinets? Everywhere material or work is placed there is a visual that tell you the status.)

1

Goal

5

Shine Questions

1. Is there ANY visible evidence that the area has been cleaned?...cleaning schedule (part of standard work)? (Expectations - No trash, paper, etc. on floors. Do floors appear to have been swept or vacuumed recently? They are clean and free of dust and debris. All items hung from the ceiling must have approval from HSE&F.)

1

2. Are the floors free of debris? Items off the floor and stored properly? Electrical cords/hoses tied up and out of the way? Areas marked that require PPE and is PPE available? No daisy chains, no appliances plugged into power strips. (Expectations - Must see the actual 5S

4. Is cleaning equipment labeled, stored, and in good condition? Is periodic maintenance for all equipment identified and visible? (Expectations - Must be posted outside cubicle or office. Area owners are identified.)

0

5. Are walls clean and neat? All lights working properly? Are ducts and vents free of dirt and dust? (Expectations - Must see evidence that the schedule is being followed. Common areas should have a posted schedule and ownership. Ducts, vents, lights are maintained and work orders are submitted as necessary.)

1

Goal

Shine Total Score

4.00

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Individual Standard Work checklists for 2 team members and some kind of evidence that it is being followed. Work orders have been submitted for items the team can't complete. Cleaning equipment location is labelled and neatly stored.)

1

3. Is area cleaned daily? Are machines/equipment cleaned per a defined schedule? (Expectations - Heaters, fans, platewarmers, coffee pots, re Fridgerators or powerstrips must be approved by HSE. Must see the actual schedule and some kind of evidence that it is being followed. Ex.. Any production machine, fax & copy machines)

1

Standardize Questions

1. Are the standard 5S processes in place and being used anywhere in the area? (Expectations - Standard 5S Tools/Processes include: All items are in the 5S notebook(5S tags, standard work, past audits) audits are conducted per defined schedule, utilization of the RAIL for tracking actions.)

1

2. Is everyone using PPE? Are waste accumulation areas marked? Are chemicals labeled with NFPA diamond and expiration date? (Expectations - If there is no label (drawer, cabinet) the space should be empty. Anniston standard taping guidelines are followed: red - hazardous, emergency equipment, Flammable containers, yellow - Aisleway, yellow/black - caution, general eq. - white, blue - material locations (inv.))

0

3. Are metrics visible and standard across the site? Are areas clearly and consistently marked (Anniston standard taping guidelines are followed: red - hazardous, emergency equipment & flammable containers; yellow -

4. Is there a process to replenish supplies? Is there a process to know when shared tooling is being used? (Expectations - Review metrics, notebooks and other visuals.)

1

5. Is it visually obvious when items are ready for work and what stage of the process all items are in? Is there a 5S notebook available with prior audits? (Expectations - Without asking anyone, you must be able to see the signs or signals that tell you the next process or status of work.)

1

Goal

5

Standardize Total Score

4.00

Add your logo



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aisleways; yellow/black - caution; white - general equipment; blue - material locations) ? Do labels match the item stored in that location? (Expectations - 5S process includes all team members.)

1

Sustain Questions

1. Does area staff do five to ten minute 5S "sweeps" daily? (Expectations - Is it visual? Is there a schedule? Is everyone trained?)

1

2. Are all team members committed to 5S? Do the monthly audit scores reflect continuous improvement? Are team members participating in 5S activities and have standard work related to 5S? Does the Leader effectively lead and manage the 5S's? (Expectations -Is everyone involved in the 5S processes? Does everyone practice the 5S methods they have learned? Are audit scores improving? Does what you see match what is marked as complete on the checklists?)

0

3. Are CI's submitted for 5S improvements? Is there a RAIL posted with action, owner and due date? (Expectations - Are all leaders participating in the 5S processes? Can you see them involved in your process? Someone who doesn't know anything about this area must be able to see 5S activity and behaviors.)

1

4. Does general appearance indicate the 5S's are in place so that visitors can easily see it? (Expectations - Is the RAIL up to date? Are the items based on audit results?)

1

5. All scores for Sort, Store, Shine and Standardize are above a 4? (Expectations - Must be a level 5 in the first 4S's to be a 5 in sustain.)

1

Goal

5

Sustain Total Score

4.00

Overall Total Score

Sort Total Score

3.00

Store Total Score

Standardize Total Score

4.00

Sustain Total Score

Add your logo



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4.00
Shine Total Score
4.00

4.00
Overall Total Score
19.00