5S Audit Criteria

This audit criteria sheet is to be used every time an audit is done. The purpose of this paper is to make sure that everyone is using the same standards to score each area.

SORT

Use for ALL questions in the SORT section

1(Very Poor)- 4+ items found in an area.

2(Poor)- 3 items found in an area.

3(Good)-2 items found in an area.

4(Very Good)- 1 item found in an area.

5(Excellent)- 0 items found in an area.

SET-IN-ORDER

Use for questions 1 and 2 in the SET- IN- ORDER section

1(Very Poor)- 4+ tools/gages/fixtures found in an area.

2(Poor)- 3 tools/gages/fixtures found in an area.

3(Good)-2 tools/gages/fixtures found in an area.

4(Very Good)- 1 tool/gage/fixture found in an area.

Use for question 3 in the SET-IN-ORDER section

1(Very Poor)- There are NO Aisleways or walkways present and need to be marked.

2(Poor)- 25% of the aisleways or walkways are present.

3(Good)- 50% of the aisleways or walkways are present.

4(Very Good)-75% of the aisleways or walkways are present.

5(Excellent)- 100% of the aisleways or walkways are present.

SHINE

Use for questions 4 and 5 in SHINE section

1(Very Poor)- None of the machine/equipment/floor is clean.

2(Poor)-25% of the machine/equipment/floor is clean.

3(Good)-50% of the machine/ equipment/floor is clean.

4(Very Good)-75% of the machine/equipment/floor is clean.

5(Excellent)-100% of the machine/equipment/floor is clean.