

5S Audit Score Sheet

Area:	Auditor:	Date:
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SORT	Very Poor	Poor	Good	Very Good	Excellent
1. Is the area clear of any unnecessary tools?	1	2	3	4	5
2. Is the area clear of any excess personal items?	1	2	3	4	5
3. Is the area clear of any outdated manuals, forms or signs?	1	2	3	4	5

SET-IN-ORDER	Very Poor	Poor	Good	Very Good	Excellent
1. Are all tools/ gages/fixtures in their correct location?	1	2	3	4	5
2. Are all tools outlined or labeled?	1	2	3	4	5
3. Are there Aisleways/ walkways present and in good condition?	1	2	3	4	5

SHINE	Very Poor	Poor	Good	Very Good	Excellent
1. Are Trash containers emptied on a regular basis?	No				Yes
2. Are there cleaning supplies/ equipment at each work area?	No				Yes
3. Is the work area free from any food or open drink containers?	No				Yes
4. Is the machine/ equipment kept clean?	1	2	3	4	5
5. Is the floor kept clean from scrap, trash, dirt or oil?	1	2	3	4	5

STANDARDIZE	Very Poor	Poor	Good	Very Good	Excellent
1. Does the operator know the value of doing 5S?	No				Yes
2. Is the 5S cleaning checklist being filled out daily?	No				Yes
3. Does the operator know what 5S is?	No				Yes
4. Is there 5S information posted at each work area?	No				Yes

Total points- _____

65 points-75 points= Good, Doing well

64 points-50 points= Need to do better

<49 points= Minimal Effort shown

COMMENTS-