

# 5s check list model



EXTERNAL 5S AUDIT Audited By:(Name and Signature) Date: Department:

Score: Sort Yes In Progress No 1 Do all team members know why this program is in place? 2 Have criteria been established to distinguish necessary from unnecessary items? 3 " Have all unnecessary items been removed from the area? Examples: Excess materials, infrequently used tools, defective materials, personal items, outdated information, etc." 4 Do employees understand the procedure for disposing of unnecessary items? 5 Do employees understand the benefits to be achieved from the program? 6 Has a reliable method been developed to prevent unnecessary items from accumulating? 7 Is there a process for employees to pursue and implement further improvements? Store Yes In Progress No 8 Is there a visually marked, specified place for everything? 9 Is everything in its specified place? 10 Is storage well organized and items easily retrievable? 11 Are items like tools and supplies conveniently located? 12 Do all work group members know where items belong? 13 Has a process been developed to determine what quantity of each item belongs in the area? 14 Is it easy to see (with a visual sweep) if items are where they are suppose to be? 15 Samples: Signboards, color-coding, or outlining. Shine Yes In Progress No 16 Are work/break areas, offices, and conference rooms clean and orderly? 17 Are floors/carpets swept and free of oil, grease, and debris? 18 Are tools, machinery, and office equipment clean and in good repair? 19 Is trash removed on a timely basis? 20 Are manuals, labels, and tags in good condition? 21 Are demarcation lines clean and unbroken? 22 Are cleaning materials easily accessible? 23 Are cleaning guidelines and schedules visible? 24 Do employees understand expectations? Standardise Yes In Progress No 25 Are current process documented (flow chart, process guidelines)? 26 Is everyone using the

current best practice? 27 Do employees have access to information they require? 28 Is there a method in place to remove outdated material? 29 Do employees understand the processes that pertain to them? 30 Does a system of communication exist that provides employees the opportunity to improve existing processes? Self-Discipline Yes In Progress No 31 Are safety and housekeeping policies followed? 32 Is safety data posted in appropriate locations? 33 Are safety risk areas identified? 34 Are employees wearing appropriate safety apparel? 35 Are fire extinguishers and hoses in working order? 36 Are personal items stored neatly? 37 Is personal cleanliness evident? 38 Are break areas cleaned after use? 39 Do employees know and observe standard procedure? 40 Do employees have the training and tools necessary to make this program work? 41 Is there a confident understanding of and adherence to the 5S's? Total Score % : Report Procedure: 1 During each routine check, assess the compliance to the 5s Level of Achievement for each of these 5S descriptions. 3 Determine the achievement for each of the 5 S's. 4 Mark one point for each achievement on the Progress Form.

Calculation  $Score\% = \frac{(\text{Total Points of Yes} \times 2 + \text{Total Points of In-Progress} \times 1 + \text{Total Points of No} \times 0)}{82} \times 100$