FREE WORKSHEET

LEADOPSPRESS

5S Audit Checklist

Score every criterion 1-5 - 1 = not in place, 5 = exemplary.

Area: _____ **Auditor:** _____ **Date:** _____

Walk the area, score what you actually see, and circle one score per criterion. Subtotal each pillar out of 25.

1 - SORT

SCORE 1 2 3 4 5

1. Unneeded items removed from the work area
2. Red-tag process in use for questionable items
3. No obsolete tools, fixtures, or paperwork at the station
4. Aisles and floor space free of stored clutter
5. Personal items limited to designated spots

Pillar subtotal: _____ / 25

2 - SET IN ORDER

SCORE 1 2 3 4 5

1. Every tool and material has a marked home location
2. Shadow boards or outlines reveal missing items at a glance
3. Labels and floor markings are legible and current
4. Frequently used items stored within easy reach
5. Gauges, files, and documents stored at point of use

Pillar subtotal: _____ / 25

3 - SHINE

SCORE 1 2 3 4 5

1. Floors, machines, and work surfaces clean and free of debris
2. Cleaning tools available and stored properly
3. Leaks, drips, and spills fixed at the source, not just wiped
4. Inspection happens during cleaning - abnormalities get flagged
5. Cleaning responsibilities and frequencies are posted

Pillar subtotal: _____ / 25

4 - STANDARDIZE

SCORE 1 2 3 4 5

1. 5S standards posted visually at the work area
2. Checklists used for opening, closing, and changeover routines
3. Labeling and color-coding consistent across the area
4. Standards updated whenever the process changes
5. Audit scores posted and trended where the team can see them

Pillar subtotal: _____ / 25

5 - SUSTAIN

SCORE 1 2 3 4 5

1. Audits happen on schedule without reminders
2. Corrective actions from past audits are actually closed
3. New team members are trained in the area standards
4. Supervisors review 5S on the floor, not just on paper
5. The team suggests improvements without being asked

Pillar subtotal: _____ / 25

TOTAL SCORE: _____ / 125 Lowest pillar = your first improvement project.

Want the math done for you? The complete 5S Audit Checklist workbook on Etsy adds a sixth pillar - Safety - and calculates every subtotal and the overall score automatically, with a corrective-action tracker, a red-tag log and a trend dashboard.

Get the complete 5S Audit Checklist workbook on Etsy:

https://www.etsy.com/listing/4588209657?utm_source=pinterest&utm_medium=organic&utm_campaign=lop_pins&utm_content=free-5s-checklist

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