5S Audit Checklist

A printable 5S audit for walking one work area and scoring Sort, Set in Order, Shine, Standardize and Sustain.

Sort (Seiri)

- [ ] Remove items not used in this area in the last month
- [ ] Red-tag any item whose need is unclear
  Write the item, date, name of the person tagging it and the reason on the tag.
- [ ] Move red-tagged items to the marked red-tag holding area
- [ ] Set a holding period, such as 30 days, and dispose of unclaimed items
- [ ] Clear broken tools, scrap and expired materials from the area
- [ ] Keep only the stock needed for the current shift or job

Set in Order (Seiton)

- [ ] Give every tool and item one fixed home
- [ ] Store the most-used items closest to the point of use
- [ ] Mount hand tools on shadow boards with an outline for each tool
  An empty outline shows at a glance what is missing or not put back.
- [ ] Label shelves, bins, drawers and cabinets with their contents
- [ ] Mark walkways, work cells and storage spots with floor tape or paint
- [ ] Set min/max levels on stock locations so shortages show

Shine (Seiso)

- [ ] Clean floors, benches and machines, including under and behind them
- [ ] Check for leaks, loose parts and wear while cleaning
  Cleaning is also an inspection. Note oil drips, frayed cables and loose guards.
- [ ] Find the sources of dirt, dust and spills and fix them
- [ ] Keep cleaning supplies stocked in a labeled spot in the area
- [ ] Post a cleaning schedule that names who cleans what and when

Standardize (Seiketsu)

- [ ] Take a photo of the area at its best and post it as the standard
- [ ] Use the same label style, colors and floor markings across all areas
  One color code site-wide, such as yellow for walkways, avoids confusion when staff move between areas.
- [ ] Write short one-page instructions for daily 5S tasks
- [ ] Add 5S tasks to shift start-up or shutdown routines
- [ ] Make sure everyone in the area can explain the standard

Sustain (Shitsuke)

- [ ] Schedule regular audits and post the dates
- [ ] Post audit scores where the team can see them

- [ ] Assign an owner and due date to every finding
  A finding with no name next to it rarely gets fixed. Check last audit's actions first.
- [ ] Train new staff in the area standard during their first week
- [ ] Review results with the team and agree on the next fix

Safety (6th S, Optional)

- [ ] Check that exits, fire extinguishers and electrical panels are clear
- [ ] Look for trip hazards, missing guards and damaged equipment
- [ ] Confirm required PPE is available and in use

Audit Score and Sign-Off

- [ ] Area: ____ Date: ____
- [ ] Score (0–5) per S: Sort ____ Set ____ Shine ____ Standardize ____ Sustain ____
  0 = not started, 3 = in place but not consistent, 5 = fully in place and maintained.
- [ ] Total score (out of 25): ____ Previous score: ____
- [ ] Top three actions, owner and due date: ____
- [ ] Auditor: ____ Area owner: ____ Next audit date: ____