

5S audit checklist

Manual checklist for 5S audits

Area / zone: _____

Date: _____

Auditor: _____

Owner: _____

1. Sort — Remove the unnecessary

Check item	OK	Note
1. Is the area marked with an area number and a named area owner?	■	
2. Are all tools and equipment necessary and used frequently in the area?	■	
3. Is firefighting or other safety and protective equipment present, visually accessible and functional?	■	
4. Does the area have the right tools and equipment to do the work?	■	
5. Is all equipment and tooling intact and functional?	■	
6. Are there suitable containers for waste sorting?	■	
7. Is only relevant information and documentation, in the latest revision, present at the workplace?	■	
8. Are all articles and waste (that are not work in progress) removed from the workplace?	■	
9. Are all personal items stored in the correct place?	■	

2. Set in order — A place for everything and everything in its place

Check item	OK	Note
10. Are all necessary items easy to reach for doing the work?	■	
11. Are walkways, material areas, the workplace and equipment locations clear and marked to standard?	■	
12. Are all items organised and in their place, and protected from damage or contamination?	■	
13. Are cables and hoses fixed so they do not interfere with the work?	■	
14. Are boxes, tools, tool trolleys, binders, locations, drawers etc. labelled?	■	
15. Are waste-sorting containers labelled to the applicable environmental standard?	■	

3. Shine — Clean and keep clean

Check item	OK	Note
16. Is cleaning equipment and material available and in good condition?	■	
17. Are equipment and machines clean and in good condition (torque wrenches, presses, milling machines, tool trolleys, computers etc.)?	■	
18. Are hoses, pipes, belts, cables and impact guards clean and in good condition?	■	
19. Are lighting, screens, signs, fans and air conditioning working, in good condition and clean?	■	
20. Is the area clean and well maintained (floors, benches, tables, machines, equipment, boxes, walls, electrical cabinets etc.)?	■	
21. Is material waiting to be used clean and in good condition (no swarf, grease, oil or dirt)?	■	

Summary: _____ / 21 Status: ■ Pass ■ Action required

Comments / actions: _____

Auditor signature + date: _____ Handed to owner + date: _____