



5s Audit Checklist

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Sort (Seiri) - Remove Unnecessary Items

- ☐ Work areas free of unnecessary items
- ☐ Tools and equipment needed for current work only
- ☐ Obsolete items removed
- ☐ Broken items repaired or discarded
- ☐ Personal items minimized
- ☐ Excess inventory eliminated
- ☐ Unused supplies removed
- ☐ Old documents archived or destroyed
- ☐ Redundant items consolidated
- ☐ Red tag system implemented
- ☐ Disposal procedures followed
- ☐ Regular sorting schedule maintained

Set in Order (Seiton) - Organize Remaining Items

- ☐ Everything has designated place
- ☐ Items labeled clearly
- ☐ Visual management tools used
- ☐ Shadow boards implemented
- ☐ Color coding system applied
- ☐ Frequently used items accessible
- ☐ Storage areas organized
- ☐ Tools arranged logically
- ☐ Materials flow optimized
- ☐ Walkways clearly marked
- ☐ Safety equipment positioned properly
- ☐ Ergonomic principles applied

Shine (Seiso) - Clean and Inspect

- ☐ Work areas clean and tidy
- ☐ Equipment cleaned regularly
- ☐ Floors swept and mopped
- ☐ Windows and lights clean
- ☐ Cleaning supplies available
- ☐ Cleaning schedule posted
- ☐ Cleaning responsibilities assigned
- ☐ Inspection checklists used

- ☐ Maintenance issues identified
- ☐ Preventive maintenance performed
- ☐ Waste properly disposed
- ☐ Recycling procedures followed

Standardize (Seiketsu) - Create Standards

- ☐ 5S standards documented
- ☐ Visual standards displayed
- ☐ Procedures clearly written
- ☐ Training materials available
- ☐ Audit checklists created
- ☐ Best practices shared
- ☐ Standard work instructions posted
- ☐ Color standards defined
- ☐ Labeling standards consistent
- ☐ Storage standards established
- ☐ Cleaning standards set
- ☐ Safety standards maintained

Sustain (Shitsuke) - Maintain the System

- ☐ 5S audits conducted regularly
- ☐ Audit results posted
- ☐ Improvement actions tracked
- ☐ Recognition system in place
- ☐ Training ongoing
- ☐ Management support visible
- ☐ Employee engagement high
- ☐ Continuous improvement practiced
- ☐ Problems addressed quickly
- ☐ Success stories shared
- ☐ Metrics tracked and displayed
- ☐ Culture of discipline maintained

Visual Management

- ☐ Signs and labels visible
- ☐ Floor markings clear
- ☐ Status boards updated
- ☐ Performance metrics displayed
- ☐ Safety signs prominent
- ☐ Work instructions posted
- ☐ Quality standards visible
- ☐ Inventory levels marked
- ☐ Equipment status indicated
- ☐ Problem areas highlighted
- ☐ Improvement ideas displayed

- ☐ Achievement recognition posted

Safety Integration

- ☐ Safety hazards eliminated
- ☐ Emergency exits clear
- ☐ Fire extinguishers accessible
- ☐ First aid supplies organized
- ☐ PPE properly stored
- ☐ Spill kits available
- ☐ Lock-out/tag-out followed
- ☐ Electrical panels accessible
- ☐ Chemical storage compliant
- ☐ Ergonomic risks minimized
- ☐ Incident reporting system used
- ☐ Near-miss tracking active

Workspace Efficiency

- ☐ Workflow optimized
- ☐ Motion waste minimized
- ☐ Reaching eliminated
- ☐ Searching reduced
- ☐ Walking distances minimized
- ☐ Material handling efficient
- ☐ Workstation layout optimal
- ☐ Tool accessibility maximized
- ☐ Supplies within reach
- ☐ Documentation accessible
- ☐ Communication tools available
- ☐ Productivity improved

Documentation & Records

- ☐ 5S manual current
- ☐ Audit records maintained
- ☐ Training records complete
- ☐ Improvement log updated
- ☐ Before/after photos taken
- ☐ Standards documented
- ☐ Procedures written
- ☐ Checklists available
- ☐ Maps and layouts current
- ☐ Inventory lists accurate
- ☐ Maintenance logs complete
- ☐ Action plans tracked

Team Engagement

- ☐ Roles and responsibilities clear
- ☐ Team meetings held regularly
- ☐ Suggestions encouraged
- ☐ Problems solved together
- ☐ Success celebrated
- ☐ Cross-training provided
- ☐ Best practices shared
- ☐ Friendly competition used
- ☐ Recognition given
- ☐ Ownership demonstrated
- ☐ Pride in workplace evident
- ☐ Morale improved

Continuous Improvement

- ☐ Kaizen events scheduled
- ☐ Improvement ideas implemented
- ☐ Root cause analysis used
- ☐ Waste elimination ongoing
- ☐ Efficiency gains measured
- ☐ Cost savings tracked
- ☐ Quality improvements noted
- ☐ Safety enhancements made
- ☐ Customer satisfaction improved
- ☐ Employee satisfaction increased
- ☐ Benchmarking performed
- ☐ Best-in-class pursued

Management Review

- ☐ Leadership commitment shown
- ☐ Resources provided
- ☐ Barriers removed
- ☐ Support visible
- ☐ Walk-throughs conducted
- ☐ Feedback provided
- ☐ Goals set and tracked
- ☐ Success recognized
- ☐ Problems addressed
- ☐ Investment made
- ☐ Culture reinforced
- ☐ Results sustained

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