



HIGH PERFORMANCE
s o l u t i o n s i n c

5S Audit - Instructions

Enter Your Team Name:	Your Team Name
Enter the Audit Year:	2004

Set-Up Instructions

1. Enter Your Team Name (above)
2. Enter the Audit Year (above)
3. Customize Your Audit Sheet
3. Complete the Audit Schedule Page

(Note, by entering this information, it will appear on all graphs and audit sheets)

Audit Instructions

1. Print the Audit Sheet for the month. Use this sheet to conduct your audit.
2. Score your audit as follows: Record a "X" in the appropriate column, 5 or more problems, 3 to 4 problems, 2 problems, 1 problem and 0 problems. Each item will receive a score with a total of 5 scores for each category.
3. Once your audit is complete, update the electronic copy of the audit with the results.
4. When you update the audit sheet the audit score will be calculated and the 'audit graph' will be generated in the graph sheet for the month. As well, the YTD graph will be updated
5. Print your graphs as required

Monthly 5S Audit

Year: 2004
Month: January
Team: Your Team Name

Category	Item	Indicate the number of problems by placing an "X" in the appropriate column for the following number of problems					Total Response
		5+	3-4	2	1	0	
Tidy	Obstructions between what is needed and what is not needed						
	Are unneeded equipment, tools, furniture, etc. present in the area?			X			Total Response
	Are unneeded items on walls, bulletin boards, etc?		X				5
	Are any Red Tagged items more than 90 days old?					X	Total Score
	Are personal belongings properly stored?			X			Tidy
Do all shelves have all electrical, chemical, machine, liquid?							10
Orderly	Are all items swept up and everything in its place						Total Response
	Are all signs and notations clearly indicated?	X					5
	Are files, folders and books in their correct place?		X				Total Score
	Is all inventory and W.I.P. in its correct spot?				X		Orderly
Are documents clearly marked?							7
Clean	Are items put away after use?		X				Total Response
	Cleaning and looking for ways to keep the workplace clean and organized						5
	Are cleaning materials easily accessible?	X					Total Score
	Is equipment kept clean and free of dirt, oil and grease?		X				Clean
	Are floors, walls, walls and surfaces free of dirt, oil and grease?					X	9
Standardize	Are floor, labels and signs clean and unobscured?				X		Total Response
	Are there cleaning problems of any kind present?		X				5
	Maintain and monitor the first three categories						Total Score
	Are visual controls utilized?	X					5
	Are all employees participating in 5S activities?		X				Total Score
Discipline	Do checklists exist for all cleaning and maintenance jobs?		X				Standardize
	Is inventory clearly labeled?					X	6
	How many items in the workspace can be located in 30 seconds?					X	Total Response
	Click to the rule						5
	Check the 5S rules on the 5S sites and disciplines?	X					Total Score
Discipline	Are regular C.I. Meetings being held to promote process improvement?	X					5
	Is the plant manager reviewing 5S audit results with team and reporting results?		X				Total Score
	Is posted information current and up to date?				X		Discipline
	Number of times last week, daily housekeeping was not performed?		X				5
Total						39	

Audit Date: _____

Auditor: _____

Additional Comments: