

Monthly 5S Audit

Year 2004
 Month April
 Team Your Team Name

Indicate the number of problems by placing an "X" in the appropriate column for the item.

Category	Item	Number of Problems					
		5+	3-4	2	1	0	
Tidy	Distinguish between what is needed and what is not needed						
	Are unneeded equipment, tools, furniture, etc. present in the area?						Total Responses
	Are unneeded items on walls, bulletin boards, etc.?						0
	Are any Red Tagged items more than 3 weeks old?						Total Score
	Are personal belongings properly stored?						Tidy
	Do safety hazards (water, oil, electrical, chemical, machines) exist?						0
Orderly	A place for everything and everything in its place						
	Are aisle ways and workstations clearly indicated?						Total Responses
	Are jigs, fixtures and tools etc. in their correct places?						0
	Is all inventory and W.I.P. in its correct spot?						Total Score
	Is equipment clearly marked?						Orderly
	Are items put away after use?						0
Clean	Cleaning and looking for ways to keep the workplace clean and organized						
	Are cleaning materials easily accessible?						Total Responses
	Is equipment kept clean and free of dirt, oil and grease?						0
	Are floors, walls, stairs and surfaces free of dirt, oil and grease?						Total Score
	Are lines, labels and signs clean and unbroken?						Clean
	Any other cleaning problems (of any kind) present?						0
Standardize	Maintain and monitor the first three categories						
	Are visual controls utilized?						Total Responses
	Are all employees participating in 5S activities?						0
	Do checklists exist for all cleaning and maintenance jobs?						Total Score
	Is inventory clearly labeled?						Standardize
	How many items in the work area can't be located in 30 seconds?						0
Discipline	Stick to the rules						
	Overall is the area maintaining 5S rules and disciplines?						Total Responses
	Are regular C.I. Meetings being held to promote process improvements?						0
	Is the dept. manager reviewing 5S audit results with team and reporting results?						Total Score
	Is posted information current and up to date?						Discipline
	Number of times, last week, daily housekeeping was not performed?						0
Total							0

Audit Date

Auditor

Additional Comments