**Work Area: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . .**

**5S Leader: . . . . . . . . . . . . . . . . . . . . . . . . . 5S Auditor: . . . . . . . . . . . . . . . . . . . . . . . . .**

**S1 – Sort – SEIRI:** ✔**/ x**

|  |  |
| --- | --- |
| 1. No irrelevant reference materials, documents, drawings, etc.
 |  |
| 1. No irrelevant reference materials, documents, etc.
 |  |
| 1. No excess pieces of equipment, documents, etc.
 |  |
| 1. Storage area is defined to store unneeded items and out-dated documents.
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| 1. Standards for eliminating unnecessary items exist and are being followed.
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**S2 – Set in order – SEITON:**

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| 1. Desks and cabinets are free of accumulations of papers and other objects.
 |  |
| 1. All tools and equipment are stored in a fixed place.
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| 1. Tools and equipment are well organized for ease of take and return.
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| 1. Labeling of cabinets, shelves and files allows immediate identification.
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| 1. Documents are filed in accordance with the Record Retention Guidelines.
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| 1. Displays are tidy, free of clutter, labeled and up-to-date.
 |  |
| 1. Safety equipment easily accessible and in good condition.
 |  |

**S3 – Shine – SEISO:**

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| --- | --- |
| 1. The floor is kept clean and no signs of damage.
 |  |
| 1. Walls and ceilings are in good condition and free from dirt and dust.
 |  |
| 1. Racks and cabinets are kept clean and in good condition.
 |  |
| 1. Equipment and tools are kept clean and in good condition.
 |  |
| 1. Desks, tables and other furniture are kept clean
 |  |
| 1. Lighting is enough and the angle and intensity of illumination are appropriate.
 |  |
| 1. Good movement of air exists through the room.
 |  |
| 1. Trash containers are emptied on a regular basis.
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**S4 – Standardize – SEIKETSU:**

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| 1. Visual controls and display boards are used and regularly updated.
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| 1. Procedures for maintaining the first three S's are being displayed.
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| 1. 5S checklists, schedules and routines are defined and being used.
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| 1. Everyone knows his responsibilities, when and how.
 |  |
| 1. Regular audits are taking place using checklists and measures.
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**S5 – Sustain – SHITSUKE:**

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| 1. 5S seems to be the way of life rather than just a routine.
 |  |
| 1. Success stories are being displayed (i.e. before and after pictures).
 |  |
| 1. Rewards and recognition is part of the 5S system.
 |  |

**Comments: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**