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

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

**S1 - Sort - SEIRI:** ✔**/ x**

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| 1. No unnecessary items are left or stored in the workplace. |  |
| 1. All machines and pieces of equipment are in regular use. |  |
| 1. All tools, fixtures and fittings are in regular use. |  |
| 1. Storage area is defined to store broken, unusable or occasionally used items. |  |
| 1. Standards for eliminating unnecessary items exist and are being followed. |  |

**S2 - Set in order - SEITON:**

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| 1. Locations of tools and equipment are clear and well organized. |  |
| 1. Locations of materials and products are clear and well organized. |  |
| 1. Labels exist to indicate locations, containers, boxes, shelves and stored items. |  |
| 1. Evidence of inventory control exists (i.e. Kanban cards, FIFO, minimum/maximum, etc.). |  |
| 1. Dividing lines are clearly identified and clean as per standard. |  |
| 1. Safety equipment and supplies are clear and in good condition. |  |

**S3 - Shine - SEISO:**

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| 1. Floors, walls, ceilings and pipework are in good condition and free from dirt and dust. |  |
| 1. Racks, cabinets and shelves are kept clean. |  |
| 1. Machines, equipment and tools are kept clean. |  |
| 1. Stored items, materials and products are kept clean. |  |
| 1. Lighting is enough and all lighting is free from dust. |  |
| 1. Good movement of air exists through the room (to limit the spread of viruses). |  |
| 1. Pest control exists and effective. |  |
| 1. Cleaning tools and materials are easily accessible. |  |
| 1. Cleaning assignments are defined and are being followed. |  |

**S4 - Standardize - SEIKETSU:**

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| 1. Information displays, signs, color coding and other markings are established. |  |
| 1. Procedures for maintaining the first three S's are being displayed. |  |
| 1. 5S checklists, schedules and routines are defined and being used. |  |
| 1. Everyone knows his responsibilities, when and how. |  |
| 1. Regular audits are carried out using checklists and measures. |  |

**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: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**