**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.
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| 1. All tools, fixtures and fittings are in regular use.
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| 1. Storage area is defined to store broken, unusable or occasionally used items.
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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. Locations of tools and equipment are clear and well organized.
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| 1. Locations of materials and products are clear and well organized.
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| 1. Labels exist to indicate locations, containers, boxes, shelves and stored items.
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| 1. Evidence of inventory control exists (i.e. Kanban cards, FIFO, minimum/maximum, etc.).
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| 1. Dividing lines are clearly identified and clean as per standard.
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| 1. Safety equipment and supplies are clear and in good condition.
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**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.
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| 1. Machines, equipment and tools are kept clean.
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| 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.
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| 1. Cleaning assignments are defined and are being followed.
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**S4 - Standardize - SEIKETSU:**

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| 1. Information displays, signs, color coding and other markings are established.
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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 carried out 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.
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| 1. Success stories are being displayed (i.e. before and after pictures).
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| 1. Rewards and recognition is part of the 5S system.
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**Comments: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**