

5S Checklist - Manufacturing

Work Area:

Date:

5S Leader:

5S Auditor:

S1 - Sort - SEIRI:

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

S2 - Set in order - SEITON:

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

S3 - Shining - SEISO:

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

S4 - Standardize - SEIKETSU:

21. Information displays, signs, color coding and other markings are established.	
22. Procedures for maintaining the first three S's are being displayed.	
23. 5S checklists, schedules and routines are defined and being used.	
24. Everyone knows his responsibilities, when and how.	
25. Regular audits are carried out using checklists and measures.	

S5 – Sustain - SHITSUKE:

26. 5S seems to be the way of life rather than just a routine.	
27. Success stories are being displayed (i.e. before and after pictures).	
28. Rewards and recognition is part of the 5S system.	

Comments: