**Company/site:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ **Date:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**5S Auditor:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Leadership & engagement:** ✔**/ x**

|  |  |
| --- | --- |
| 1. The Plant focuses on the needs of the **customers** (as reflected by its KPIs)
 |  |
| 1. Management team has been **trained** on advanced lean techniques
 |  |
| 1. Work teams have been **trained** on basic lean techniques
 |  |
| 1. The plant **communicates** its Lean values and goals (boards, posters and banners)
 |  |

**5S and inventory levels:**

|  |  |
| --- | --- |
| 1. There is a recognized **5S program** in place
 |  |
| 1. 5S **responsibilities** have been allocated to maintain 5S standards
 |  |
| 1. Regular 5S **audits** are carried out (using checklists and measures)
 |  |
| 1. The Plant is able to manage its **inventory** efficiently within the value stream
 |  |

**Visual management boards:**

|  |  |
| --- | --- |
| 1. Target boards and operational **KPIs** are displayed and regularly updated
 |  |
| 1. Boards are used to display real-time **production status** vs. customer needs
 |  |
| 1. **Best practices** and lessons learned are displayed (i.e. before and after pictures)
 |  |
| 1. People in every work area **own** the visual boards and can edit and update them
 |  |

**Continuous improvement:**

|  |  |
| --- | --- |
| 1. The plant have **Kaizen teams** or any other formal improvement teams in place
 |  |
| 1. Improvement **ideas** are routinely and openly shared throughout the operation
 |  |
| 1. The plant have an internal forum for developing, sharing & implementing **best practices**
 |  |
| 1. **Skill matrices** are utilized to manage and track lean skills of all work teams
 |  |

**Lean techniques:**

|  |  |
| --- | --- |
| 1. All process maps and **value stream maps** are available to all work teams
 |  |
| 1. All losses in terms of **defects** and rework are captured and reported
 |  |
| 1. All machine **breakdowns** are captured on a central database
 |  |
| 1. The **flow** of product and/or services is simple and direct
 |  |

**Safety:**

|  |  |
| --- | --- |
| 1. **Fire extinguishers** are in place with seal, and checked within 12 month period
 |  |
| 1. Equipment **guards** are in place
 |  |
| 1. Employees use the appropriate **safety equipment** and PPEs
 |  |
| 1. Showers, eye baths, inter-locks and ladders and in good condition
 |  |

**Comments:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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