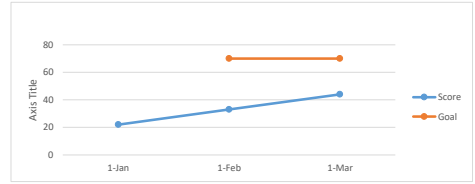


5S Audit

Instructions: Auditor will log date and area audited, then perform audit per defined criteria. A "pass" may only be given if the entire area being audited scores a minimum of 80%. Audit sheet will be given to the team. Team action is necessary for identified deficiencies.
Scoring: For each exception found for each question subtract "1" from starting score of "5". Minimum score is "1". No negative scores.

Audit Date		Status	
Audit Area		Overall Score	>70%=Pass
Auditor(s)			



Category	Audit Criteria	Notes:	Score (1-5)
Sort (Distinguish between what is needed and what is not)	No items shall be present in area without having a designated location. This includes personal belongings, parts, furniture, etc.		
	All air lines and electrical cords are neatly organized, secured and not touching the floor. Tools in good condition and unmodified.		
	Aisleways are clear and clean without obstructions, trip hazards, etc..		
	No items / documents posted in area without a designated location. Including Team boards if applicable.		
Set in Order (A place for everything, everything in its place)	All necessary items in work area have a designated place and the item/s are in their places. (includes paperwork on Team Boards if applicable, equipment signage)		
	WIP standards and inventory quantities are visible and being followed.		
	All part racks and part containers are labeled with proper identification.		
	All equipment, racks, tools, mats, documents, containers, etc. are in their designated locations (unless in use). Items are not askew or touching lines. Replacement items are available to ensure use and proper changeout (PPE, knife blades, etc)		
Shine (Cleaning and looking for ways to keep clean & organized))	All surfaces, floor to ceiling are free of dirt, dust, oil and grease; "Hospital Clean" standard. This includes ceiling beams, overhead piping, fans, walls, etc.		
	Equipment, furniture, fixtures, walls and floor markings are well maintained and free of excessive wear, chips in paint, damage, etc..		
	No debris can be found in area bigger than a dime (including screws) on work surfaces, floor, under conveyor, etc.		
	Cleaning materials and supplies are available and clearly marked in designated locations.		
Standardize (Maintain, Monitor, Adherence)	5S standards (i.e. standard work), 5S boundary map, and 5S record, safety information and PPE are posted in area in designated locations and are being adhered to.		
	All labeling, boundary lines, corners, equipment, walls, piping, etc. adhere to company defined standards.		
	All recycle containers adhere to company defined standards, and are in their designated location.		
	WIP levels and inventory limits are known and adhered to.		
Sustain (self-discipline, stick to the rules)	Records of required 5S activities are dated, initialed and current.		
	Team has documented action plans on team boards to correct non-conformances from previous audits.		
	Team has documented action items on team boards to improve workplace organization, reduce clutter, reduce/eliminate sources of clutter/debris.		
	All members have training/understanding of 5S principles and expectations.		