# COMPETITIVE EDGE: Workplace Activity Document
## 5S Audit

**Date:**     **Completed By:**

| 5S Audit | Score | | | | | | Actions to Do | Who | When |
|---|---|---|---|---|---|---|---|---|---|
| **1.  Sort** | | | | | | | | | |
| 1. Is there scrap and rubbish lying around? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 2. Are tables and other work areas uncluttered? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 3. Is there any unneeded equipment lying around? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 4. Is unneeded equipment tagged for disposal? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 5. Is all equipment secured so it is safe and stable? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| **2.  Set in Order** | **Sort Total** | | | | | | | | |
| 6. Are materials and tools easy to find? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 7. Are materials and tools easy to reach? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 8. Are frequently used materials and tools near at hand? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 9. Are all parts and materials in containers and marked? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 10. Are materials and tools easy to tell when missing? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 11. Are walkways and traffic areas clearly defined? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 12. Is lighting adequate and well maintained? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 13. Is safety equipment accessible and easy to find? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| **3.  Shine** | **Set Total** | | | | | | | | |
| 14. Is the floor always clean with no clutter/spills/leaks? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 15. Are cupboards and equipment clean inside and out? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 16. Are there dedicated areas for cleaners and lubricants? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 17. Are finished materials stored out of production area? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 18. Are all work stations kept free of clutter/excess parts? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| **4.  Standardise** | **Shine Total** | | | | | | | | |
| 19. Are standard operating procedures established? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 20. Are visual systems in use? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 21. Are Key Performance Indicators in place? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 22. Are clear roles & responsibilities assigned to workers? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 23. Are storage locations marked and visible? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 24. Are processes available for recording delays? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| **5.  Sustain** | **Std'ise Total** | | | | | | | | |
| 25. Is there a 5S board visible? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 26. Is the 5S board being updated? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 27. Are 5S audits being completed weekly? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 28. Is there a Job cycle chart for maintaining 5S activities? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 29. Is there a feedback form in place? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| 30. Have you taken 'after' photos of established 5S areas? | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| | **Sustain Total** | | | | | | **Total Score:** | | |