

COMPETITIVE EDGE: Workplace Activity Document

5S Audit – Office Areas

Score Guidelines

0	No activity	Not started	3	Started	OK results
1	Developing	No results yet	4	Established	World class results
2	Started	Introducing new ideas	5	Perfect	No exceptions

Date:		Score						Completed By:		
5S Audit		Score						Actions to Do	Who	When
1. Sort										
1.	Are rubbish or unnecessary documents lying around?	0	1	2	3	4	5			
2.	Are desks, floor areas and work areas uncluttered?	0	1	2	3	4	5			
3.	Is there unnecessary PC's & 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 stationery and equipment easy to find?	0	1	2	3	4	5			
7.	Are stationery and equipment easy to reach?	0	1	2	3	4	5			
8.	Are frequently used stationery and equipment near at hand?	0	1	2	3	4	5			
9.	Are materials, documents & storage areas clearly marked?	0	1	2	3	4	5			
10.	Are stationery and equipment 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.	Are cables tidied away and safety equipment accessible?	0	1	2	3	4	5			
3. Shine		Set Total								
14.	Is the floor clear of clutter and contamination?	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 cleaning equipment?	0	1	2	3	4	5			
17.	Are finished documents stored/archived in designated area?	0	1	2	3	4	5			
18.	Are all work stations free of clutter and obsolete documents?	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:		