

Please refer to Standard Operating Procedures SOP0008 – 5S Shop Audit at <https://ssiconsulting.ca/free-tools/> for instructions and a completed sample.

Company Name

Date

Department

Performed By

1. Immediate Work Areas			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
Work area left clean and tidy at the end of the shift	<input type="checkbox"/>	<input type="checkbox"/>		
Tools and materials put away in proper storage areas	<input type="checkbox"/>	<input type="checkbox"/>		
Floor swept	<input type="checkbox"/>	<input type="checkbox"/>		
Benches cleared	<input type="checkbox"/>	<input type="checkbox"/>		
Garbage and debris placed in proper containers	<input type="checkbox"/>	<input type="checkbox"/>		

2. Walkways / Aisles			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
Walkways and Forklift aisles clear and accessible	<input type="checkbox"/>	<input type="checkbox"/>		
No material stored in walkways or aisles	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

3. Incoming Material Storage			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
Material properly stored in the designated areas	<input type="checkbox"/>	<input type="checkbox"/>		
No material stored in alternate locations	<input type="checkbox"/>	<input type="checkbox"/>		
Material properly identified	<input type="checkbox"/>	<input type="checkbox"/>		
No non-designated materials stored in Incoming Material Storage Areas	<input type="checkbox"/>	<input type="checkbox"/>		

4. Outgoing Material Storage			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
All outgoing material stored in designated locations	<input type="checkbox"/>	<input type="checkbox"/>		
Material properly identified	<input type="checkbox"/>	<input type="checkbox"/>		
No evidence of wrong material stored in wrong location	<input type="checkbox"/>	<input type="checkbox"/>		
No material stored improperly or in alternate "non-designated" locations	<input type="checkbox"/>	<input type="checkbox"/>		

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5. Tool and Equipment Storage			Pass	Fail
	P	F	Comments	
All tools and equipment stored in proper storage locations				
No "non-tool/equipment" items stored in tool or equipment storage areas				
All tool, equipment, and storage locations properly identified				

6. Labelling / Markings/ Visual Identification			Pass	Fail
	P	F	Comments	
All Labels and markings legible				
All Labels and markings in acceptable condition, not damaged or torn				
No missing labels or markings				

7. Visual Scheduling / Planning Boards			Pass	Fail
	P	F	Comments	
All information on visual scheduling and planning boards in proper locations				
Board is active, in use, and in order as per standard operating procedures				
Production schedule being adhered to, and prioritization being respected				

8. Non-conforming materials			Pass	Fail
	P	F	Comments	
All non-conforming materials are stored in proper designated location				
All non-conforming materials properly identified as to what the material is				
All non-conforming materials are properly identified as to what the issue is				

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9. Systems, processes and Procedures			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
No evidence of people not following process or procedures				
No evidence of "multiple procedures" in place for any given item (variance by operator)				
No evidence of new undocumented, or modified processes or procedures				

10. Communication / Information Centers			Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	P	F	Comments	
Communication Center kept clean and organized				
Audits posted				
Procedure and other Communication documents in proper locations and kept up to date				
Metrics reported and kept up to date				
Team meetings held and urgent/important items clearly noted				

5S Audit Score		
Number of Sections "Passed"	<input type="text"/>	Count the 10 Sections above that Passed and the Sections that Failed to determine the Final Audit Score.
Number of Sections "Failed"	<input type="text"/>	
Final Audit Score (Percentage Passed)	<input type="text"/>	



80% - 100%	Excellent
60% - 70%	Needs Improvement
0% - 50%	Immediate Corrective Action Required