Item		Description
1. Immediate Work Areas		- Work area left clean and tidy at the end of the shift - Tools and materials put away in proper storage areas - Floor swept - Benches cleared - Garbage and debris placed in proper containers
Pass	**Fail**	**Comments:**
2. Walkways / Aisles		- Walkways and Forklift aisles clear and accessible - No material stored in walkways or aisles
Pass	**Fail**	**Comments:**
3. Incoming Material Storage		- Material properly stored in the designated areas - No material stored in alternate locations - Material properly identified - No non-designated materials stored in Incoming Material Storage Areas
Pass	**Fail**	**Comments:**
4. Outgoing Material Storage		- All outgoing material stored in designated locations - Material properly identified - No evidence of wrong material stored in wrong location - No material stored improperly or in alternate "non-designated" locations

		Comments:
Pass	**Fail**	

	Comments:
5. Tool and Equipment Storage	- 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

		Comments:
Pass	**Fail**	

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

		Comments:
Pass	**Fail**	

	Comments:
7. Visual Scheduling / Planning Boards	- 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

		Comments:
Pass	**Fail**	

8. Non-conforming materials		- 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
Pass	**Fail**	**Comments:**
9. Systems, processes and Procedures		- 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
Pass	**Fail**	**Comments:**
10. Communication / Information Centers		- 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 Items "Passed"	
Number of Items "Failed	

Final Audit Score (Percentage Passed)	
	%

Scoring Legend

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