5S audit checklist

One checklist per area per audit. 5S is a lean housekeeping method: sort, set in order, shine, standardise and sustain. It is a voluntary practice, not a legal requirement and not a certificate, and a high score does not show that you meet a safety rule. Score what you see against the area's own standard. The 0 to 5 scale is an example: the scale and its definitions below are ours, so replace them with your own, write them down, and keep them the same from one audit to the next so that scores can be compared. A hazard found during the audit (a blocked exit, a spill, damaged equipment) goes to your hazard or incident process, not only into a score.

Audit details

Area, line or workstation	Date	Shift	Auditor (name, role)

Audit type

☐ Daily self-check ☐ Weekly ☐ Monthly ☐ Cross-area audit ☐ After a change ☐ Other

Checklist version and date	Area leader (name)	Previous audit date	Previous overall average

Scoring (leave a check blank and write N/A if it does not apply; blanks are not counted)

Score	Meaning (example scale; replace with your own)
0	Nothing in place. The pillar has not been started in this area.
1	Started in places. Most of what the check asks for is missing.
2	Partly in place. Clear gaps, or it is in place but not kept up.
3	In place with some gaps. A new starter would need help to follow it.
4	In place with only small gaps. The area follows its own standard.
5	In place and kept up. The team can explain it and could show a visitor.

1 Sort (seiri): Remove what the work does not need.

No.	Check (look, do not assume)	Score 0-5	What you saw, evidence, photo no.
1.1	Items the work in this area does not need (tools, materials, equipment, paper, personal items) have been identified and red-tagged.		
1.2	Every red-tagged item is in the holding area, or has a decision in the red-tag log (page 3).		
1.3	Only what the work needs is at the point of use, and only in the quantity the work needs.		
1.4	Broken, obsolete and out-of-date items (including expired paint, solvents and other materials) are tagged or removed.		
1.5	Cupboards, shelves, drawers, racks and out-of-the-way places have been looked in, not only the work surfaces.		
	Pillar total (sum of scores): _____ **Checks scored**: _____ of 5		

2 Set in order (seiton): A place for everything, so it is easy to find and put back.

No.	Check (look, do not assume)	Score 0-5	What you saw, evidence, photo no.
2.1	Every item has a defined place, shown by a label, an outline or a floor marking.		
2.2	The items used most are closest to where they are used.		
2.3	Aisles, walkways and exits are clear and marked, and emergency equipment (extinguisher, eyewash, first aid, spill kit) can be reached.		
2.4	Containers and chemicals are labelled and are in their designated place.		
2.5	Someone new to the area can find an item and put it back without asking anyone.		
	Pillar total (sum of scores): _____ **Checks scored**: _____ of 5		

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3 Shine (seiso): Clean the area and look for problems while doing it.

No.	Check (look, do not assume)	Score 0-5	What you saw, evidence, photo no.
3.1	Floors, work surfaces and equipment are clean; no spills, leaks, dust build-up or debris.		
3.2	Cleaning follows a set schedule (each shift, daily or weekly) and the cleaning materials are in their place.		
3.3	Leaks, damage, wear, noise or loose or misaligned parts found while cleaning are recorded and passed on (action list, page 3).		
3.4	Waste and recycling containers are labelled, not overflowing, and hold only what the label says.		
3.5	Lights, guards, signs and labels are clean, undamaged and readable.		
	Pillar total (sum of scores): _____ **Checks scored**: _____ of 5		

4 Standardise (seiketsu): Make the first three the normal way of working.

No.	Check (look, do not assume)	Score 0-5	What you saw, evidence, photo no.
4.1	The standard for the area (photo, layout, or list of what belongs where) is shown at the area.		
4.2	5S tasks are assigned by name or role and fit into normal working time.		
4.3	Labels, colours and markings follow the same rules in similar areas and on every shift.		
4.4	This checklist is used on its schedule, and the actions from the last audit are closed or have a new date.		
4.5	A change to the area (new equipment, process or layout) leads to a change to its standard.		
	Pillar total (sum of scores): _____ **Checks scored**: _____ of 5		

5 Sustain (shitsuke): Keep it up without being chased.

No.	Check (look, do not assume)	Score 0-5	What you saw, evidence, photo no.
5.1	The audit was done on its planned date, and the result is shown where the team can see it.		
5.2	The score is the same as last time or better; if it fell, the team was asked why.		
5.3	People in the area can say what the standard is and what their part is; new starters are shown.		
5.4	No action from an earlier audit is overdue, and each open one has an owner and a date.		
5.5	The area leader and a manager check the area in person at set intervals, and the team's suggestions get a reply.		
	Pillar total (sum of scores): _____ **Checks scored**: _____ of 5		

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6 Summary of this audit

Pillar	Sum of scores	Items scored	Average (sum / items)	Previous average	Change
Sort					
Set in order					
Shine					
Standardise					
Sustain					
Overall (all pillars)					

Average = sum of scores divided by the number of checks scored, to one decimal place. The overall row uses all scored checks, not the average of the five averages. A score history is a prompt for questions, not a ranking of people; if a score falls, ask the team why before changing it.

7 Findings

Lowest-scoring pillar and what is behind it	
Hazards found during this audit? ☐ Yes ☐ No	Report or incident reference(s)

8 Red-tag and yellow-tag log (items found that the work does not need, or that are a hazard)

No.	Item	Location	Reason tagged	Hazard? (yellow tag)	Decision (keep, move, reuse, recycle, dispose)	Owner	Date decided

Tag during a short, focused pass and do not correct problems while tagging, unless someone is in immediate danger. An item that is both unneeded and hazardous goes to your hazardous-waste route with a disposal record. Keep the log where the next audit can find it.

9 Action list

No.	Action (what will change, so it stays that way)	Pillar	Owner	Due	Done

10 Sign-off

Role	Name	Signature	Date
Auditor			
Area leader			
Reviewed by (manager)			

Date of next audit	Where the record is kept (system, folder, board)

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