The **5S Audit Form** is used to monitor and evaluate the continued application of 5S in each area of an organization. By regularly scoring each area and aggregating the scores, progress can be quantified and constructive feedback and/or recognition can be given.

**How to Use the 5S Audit Form**

1. Select a target area.
2. Starting with the first S, Sort, check each item according to the description and rate it on a scale of 0 through 5, where 0 is the worst, or “Very Bad”, and 5 is “Excellent.” Place a check mark in the appropriate score box.



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| **Score Rating Legend:** | | | | | | | | | |
| 0 = Very Bad 1 = Bad 2 = Average 3 = Good 4 = Very Good 5 = Excellent | | | | | | | | | |
| **1S** | **No.** | **Check Item** | **Description** | **Score** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **SORT** | 1 | Materials and parts | Does the inventory include unneeded materials or parts? |  |  |  |  |  |  |
| 2 | Machines and equipment | Are there any unused machines or other equipment in the area? |  |  |  |  |  |  |
| 3 | Tools and instruments | Are there any unused tools, instruments, or similar items in the area? |  |  |  |  |  |  |
| 4 | Visual control | Is it obvious which items have been marked as unnecessary? |  |  |  |  |  |  |
| 5 | Written standards | Has establishing the 5Ss left behind any unnecessary procedures or standards? |  |  |  |  |  |  |
| **Column Subtotal** | | |  |  |  |  |  |  |
| **Column Weighted Subtotal** | | |  |  |  |  |  |  |
| **Category Weighted Subtotal** | | |  | | | | | |

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| **2S** | **No.** | **Check Item** | **Description** | **Score** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **STRAIGHTEN** | 6 | Location indicators | Are shelves and other storage areas marked with location tags and addresses? |  |  |  |  |  |  |
| 7 | Item Indicators | Do the shelves have signs showing where items should be? |  |  |  |  |  |  |
| 8 | Quantity Indicators | Are the maximum and minimum allowable quantities indicated? |  |  |  |  |  |  |
| 9 | Demarcation of walkways and in-process inventory areas | Are lines or other markers used to clearly indicate walkways and storage areas? |  |  |  |  |  |  |
| 10 | Tools and equipment | Are tools and equipment arranged more rationally to facilitate picking them up and returning them? |  |  |  |  |  |  |
| **Column Subtotal** | | |  |  |  |  |  |  |
| **Column Weighted Subtotal** | | |  |  |  |  |  |  |
| **Category Weighted Subtotal** | | |  | | | | | |

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| **Score Rating Legend:** | | | | | | | | | |
| 0 = Very Bad 1 = Bad 2 = Average 3 = Good 4 = Very Good 5 = Excellent | | | | | | | | | |
| **3S** | **No.** | **Check Item** | **Description** | **Score** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **SHINE** | 11 | Floors | Are floors kept shiny clean and free of waste, water and oil? |  |  |  |  |  |  |
| 12 | Machines | Are the machines wiped clean often and kept free of oil, dust and debris? |  |  |  |  |  |  |
| 13 | Cleaning and checking | Is equipment inspection combined with equipment maintenance? |  |  |  |  |  |  |
| 14 | Cleaning responsibilities | Is there a person responsible for overseeing cleaning operations? |  |  |  |  |  |  |
| 15 | Habitual cleanliness | Do operators habitually sweep floors and wipe equipment without being told? |  |  |  |  |  |  |
| **Column Subtotal** | | |  |  |  |  |  |  |
| **Column Weighted Subtotal** | | |  |  |  |  |  |  |
| **Category Weighted Subtotal** | | |  | | | | | |

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| **4S** | **No.** | **Check Item** | **Description** | **Score** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **STANDARDIZE** | 16 | Improvement memos | Are improvement memos regularly being generated? |  |  |  |  |  |  |
| 17 | Improvement ideas | Are improvement ideas being acted on? |  |  |  |  |  |  |
| 18 | Key procedures | Are standard procedures clear, documented and actively used? |  |  |  |  |  |  |
| 19 | Improvement plan | Are future standards being considered with a clear improvement plan for the area? |  |  |  |  |  |  |
| 20 | The first 3 Ss | Are the first 3 Ss (Sort, Straighten, Shine) being maintained? |  |  |  |  |  |  |
| **Column Subtotal** | | |  |  |  |  |  |  |
| **Column Weighted Subtotal** | | |  |  |  |  |  |  |
| **Category Weighted Subtotal** | | |  | | | | | |

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| **Score Rating Legend:** | | | | | | | | | |
| 0 = Very Bad 1 = Bad 2 = Average 3 = Good 4 = Very Good 5 = Excellent | | | | | | | | | |
| **5S** | **No.** | **Check Item** | **Description** | **Score** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **SUSTAIN** | 21 | Training | Is everyone adequately trained in standard procedures? |  |  |  |  |  |  |
| 22 | Signage / Graphs | Are signs and graphs in place to show results and progress? |  |  |  |  |  |  |
| 23 | Leaders | Are leaders making regular rounds? |  |  |  |  |  |  |
| 24 | Process integration | Is 5S integrated with other processes to promote sustainability? |  |  |  |  |  |  |
| 25 | Procedures | Are procedures up-to-date and regularly reviewed? |  |  |  |  |  |  |
| 26 | Activity boards | Are activity boards up-to-date and regularly reviewed? |  |  |  |  |  |  |
| **Column Subtotal** | | |  |  |  |  |  |  |
| **Column Weighted Subtotal** | | |  |  |  |  |  |  |
| **Category Weighted Subtotal** | | |  | | | | | |

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| **Grand Total Weighted Score** | | |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5S Score** | | | | | |  | | |  |
| **Grand Total Weighted Score Points** | | | | | |  | | |  |
| **Grand Total Weighted Score %** | | | | | |  | | |  |
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|  | **Department Name:** |  | | | | | | |  |
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|  | **Previous Scores (%)** | **J** | **F** | **M** | **A** | | **M** | **J** |  |
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|  | **Change (+/-)** |  |  |  |  | |  |  |  |
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|  | **Audit Date:** |  | | | | | | |  |
|  |  |  | | | | | | |  |
|  | **Auditor:** |  | | | | | | |  |
|  |  |  | | | | | | |  |
|  | **Comments** |  | | | | | | |  |
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**Note:** To calculate Grand Total Weighted Score %, divide the actual Grand Total Weighted Score Points received from the 5S Audit by the Total Possible Number of Points achievable.

**Example:**

* 26 Total Check Items from the 5 categories
* 26 Check Items x 5 (Maximum Score per Check Item) = 130
* Grand Total Weighted Score Points the selected area received from 5S Audit = 82
* Grand Total Weighted Score % = 82 ÷ 130 = 63.1%