

# 5S Audit Checklist - Industry Vetted

## Template Information

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Template ID           | 5s-audit-checklist                                                                                                                                                                                                                                                                                                                                                                                                   |
| Version               | v1.0                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Language              | English (en)                                                                                                                                                                                                                                                                                                                                                                                                         |
| Number of Check Items | 33                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Source                | <a href="https://layeraudit.com">https://layeraudit.com</a>                                                                                                                                                                                                                                                                                                                                                          |
| Revision Date         | 2026-10-27                                                                                                                                                                                                                                                                                                                                                                                                           |
| Description           | Description: This 5S Audit Checklist equips plant supervisors and managers with a structured tool for manufacturing teams to verify Sort, Set in Order, Shine, Standardize, and Sustain compliance across all workstations. Evaluate workflows, flag inefficiencies, and stay consistent with continuous improvement best practices. Download this checklist to build a cleaner, safer and more productive facility. |

## Audit Information (to be completed during audit)

|                   |  |
|-------------------|--|
| Audit Date        |  |
| Auditor           |  |
| Area / Department |  |
| Escort            |  |

## Instructions

1. This template contains 33 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

## 5S Audit Checklist - Industry Vetted — Checklist

| No. | Section                                                 | Check Item                                                                                                                                                                                                                                                                                                                                                                                                                     | Result | Notes / Evidence No. |
|-----|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|
|     | 5S Audit                                                | Scoring criteria: 4 - Fully Compliant – Meets or exceeds all expectations, no action needed. 3 - Mostly Compliant – Minor issues observed, but overall adherence is strong. 2 - Partially Compliant – Some areas meet standards, but several require improvement. 1 - Needs Improvement – Significant issues observed, corrective action required. 0 - Non-Compliant – Does not meet requirements; immediate action necessary. |        |                      |
| 1   | Sort (Seiri) - Remove Unnecessary Items                 | Only necessary tools, materials, and equipment required for production are present in the work area.                                                                                                                                                                                                                                                                                                                           |        |                      |
| 2   | Sort (Seiri) - Remove Unnecessary Items                 | All unnecessary items, scrap materials, and obsolete equipment are removed from the manufacturing floor.                                                                                                                                                                                                                                                                                                                       |        |                      |
| 3   | Sort (Seiri) - Remove Unnecessary Items                 | Expired, obsolete, or defective raw materials and components are properly discarded or relocated to designated storage.                                                                                                                                                                                                                                                                                                        |        |                      |
| 4   | Sort (Seiri) - Remove Unnecessary Items                 | Red-tagged items are placed in the designated area for review and timely disposition according to company policy.                                                                                                                                                                                                                                                                                                              |        |                      |
| 5   | Sort (Seiri) - Remove Unnecessary Items                 | Storage racks, bins, and shelves are free from excess or outdated inventory that could obstruct workflow.                                                                                                                                                                                                                                                                                                                      |        |                      |
| 6   | Sort (Seiri) - Remove Unnecessary Items                 | Workstations are free from non-essential personal items that could create distractions or contamination risks.                                                                                                                                                                                                                                                                                                                 |        |                      |
|     | Sort (Seiri) - Remove Unnecessary Items                 | Additional Observations:                                                                                                                                                                                                                                                                                                                                                                                                       |        |                      |
| 7   | Set in Order (Seiton) - Organize Workspaces Efficiently | Production tools, machines, and materials are stored in designated locations with clear labeling for rapid identification.                                                                                                                                                                                                                                                                                                     |        |                      |
| 8   | Set in Order (Seiton) - Organize Workspaces Efficiently | Workstations are ergonomically arranged to support efficient workflow and minimize unnecessary movement.                                                                                                                                                                                                                                                                                                                       |        |                      |
| 9   | Set in Order (Seiton) - Organize Workspaces Efficiently | Frequently used tools and materials are placed in easily accessible locations to reduce downtime.                                                                                                                                                                                                                                                                                                                              |        |                      |
| 10  | Set in Order (Seiton) - Organize Workspaces Efficiently | Walkways, exits, fire extinguishers, emergency shutoff points, and safety equipment are clearly marked and unobstructed.                                                                                                                                                                                                                                                                                                       |        |                      |
| 11  | Set in Order (Seiton) - Organize Workspaces Efficiently | Shadow boards, tool tethers, and designated storage solutions are used to maintain organization and prevent misplaced tools.                                                                                                                                                                                                                                                                                                   |        |                      |
| 12  | Set in Order (Seiton) - Organize Workspaces Efficiently | Cables, hoses, and wires are neatly arranged, secured, and protected from damage to prevent safety hazards.                                                                                                                                                                                                                                                                                                                    |        |                      |
| 13  | Set in Order (Seiton) - Organize Workspaces Efficiently | Work-in-progress (WIP) materials are staged in designated areas to prevent bottlenecks and clutter.                                                                                                                                                                                                                                                                                                                            |        |                      |
|     | Set in Order (Seiton) - Organize Workspaces Efficiently | Additional Observations:                                                                                                                                                                                                                                                                                                                                                                                                       |        |                      |
| 14  | Shine (Seiso) - Maintain Cleanliness                    | Floors are free from dirt, dust, grease, metal shavings, and chemical spills.                                                                                                                                                                                                                                                                                                                                                  |        |                      |
| 15  | Shine (Seiso) - Maintain Cleanliness                    | A regular cleaning schedule is in place and followed for all machinery and workstations.                                                                                                                                                                                                                                                                                                                                       |        |                      |
| 16  | Shine (Seiso) - Maintain Cleanliness                    | Cleaning tools and supplies are readily available, properly stored, and labeled.                                                                                                                                                                                                                                                                                                                                               |        |                      |
| 17  | Shine (Seiso) - Maintain Cleanliness                    | Production lines, machines, and equipment are free from dust, oil, and debris buildup.                                                                                                                                                                                                                                                                                                                                         |        |                      |
| 18  | Shine (Seiso) - Maintain Cleanliness                    | Operators take responsibility for keeping their work areas clean during and after shifts.                                                                                                                                                                                                                                                                                                                                      |        |                      |
| 19  | Shine (Seiso) - Maintain Cleanliness                    | Floors, drains, and ventilation systems are inspected and cleaned regularly to prevent safety hazards.                                                                                                                                                                                                                                                                                                                         |        |                      |
| 20  | Shine (Seiso) - Maintain Cleanliness                    | Paint markings and safety lines remain visible and are repainted as needed to maintain clarity.                                                                                                                                                                                                                                                                                                                                |        |                      |

## 5S Audit Checklist - Industry Vetted — Checklist

| No. | Section                                                     | Check Item                                                                                                                                                     | Result | Notes / Evidence No. |
|-----|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|
|     | Shine (Seiso) - Maintain Cleanliness                        | Additional Observations:                                                                                                                                       |        |                      |
| 21  | Standardize (Seiketsu) - Establish Procedures & Consistency | 5S procedures are documented, regularly reviewed, and consistently followed across all shifts.                                                                 |        |                      |
| 22  | Standardize (Seiketsu) - Establish Procedures & Consistency | Standard operating procedures (SOPs) are visibly posted and updated to reflect best practices and regulatory requirements.                                     |        |                      |
| 23  | Standardize (Seiketsu) - Establish Procedures & Consistency | Workstation layouts, tool storage, and material flow are standardized across similar production areas to improve efficiency.                                   |        |                      |
| 24  | Standardize (Seiketsu) - Establish Procedures & Consistency | A structured escalation process exists for identifying, documenting, and addressing 5S deviations and non-compliance.                                          |        |                      |
| 25  | Standardize (Seiketsu) - Establish Procedures & Consistency | Visual management tools (e.g., color coding, signage, floor markings, and kanban systems) are effectively used to guide production personnel.                  |        |                      |
| 26  | Standardize (Seiketsu) - Establish Procedures & Consistency | Preventive maintenance schedules are enforced to ensure all equipment remains in optimal working condition.                                                    |        |                      |
| 27  | Standardize (Seiketsu) - Establish Procedures & Consistency | Additional Observations:                                                                                                                                       |        |                      |
| 28  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | 5S training is integrated into employee onboarding and refresher courses to maintain compliance.                                                               |        |                      |
| 29  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Regular 5S audits are performed with corrective actions tracked and implemented within defined timeframes.                                                     |        |                      |
| 30  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Employees are actively engaged in sustaining and improving 5S standards through feedback and improvement initiatives.                                          |        |                      |
| 31  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Supervisors and management provide ongoing reinforcement and accountability for 5S adherence.                                                                  |        |                      |
| 32  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Recognition and incentive programs are in place to reward teams or individuals who demonstrate outstanding 5S practices.                                       |        |                      |
| 33  | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Continuous improvement initiatives (e.g., Kaizen events, lean manufacturing workshops) are encouraged to refine 5S practices and align with operational goals. |        |                      |
|     | Sustain (Shitsuke) - Maintain Long-Term Discipline          | Additional Observations:                                                                                                                                       |        |                      |

## 5S Audit Checklist - Industry Vetted — Scoring & Sign-off

### Sign-off

|                            |  |
|----------------------------|--|
| Inspector signature        |  |
| Shift supervisor signature |  |
| Line supervisor signature  |  |