

6S Lean Safety Checklist

Template Information

Template ID	6s-lean-safety-checklist
Version	v1.0
Language	English (en)
Number of Check Items	32
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Use the 6S Lean Safety Checklist to identify hazards or potential risks while performing tasks in the workplace. Take a photo of steps or activity conducted and generate report onsite.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 32 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.

6S Lean Safety Checklist — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
	Audit	Use these score criteria for your inspection: 3 - There is an ability to maintain it. 2 - This is being complied with more systematically. 1 - It is done but not systematically. 0 - Not at all. N/A - Not Applicable		
1	Sort Out - SEIRI	Is the floor area free of unwanted items?		
2	Sort Out - SEIRI	Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?		
3	Sort Out - SEIRI	Are items stored according to frequency of use?		
4	Sort Out - SEIRI	Are walls free of old posters, calendars, pictures, notices etc.?		
5	Sort Out - SEIRI	Is there a general clutter free appearance?		
	Sort Out - SEIRI	Capture photo(s) of red tagged items		
6	Set In Order - SEITON	Are direction indications available to all facilities from the entrance onwards?		
7	Set In Order - SEITON	Do all items of equipment have identification labels?		
8	Set In Order - SEITON	Are all rooms, cubicles and similar areas clearly numbered or named?		
9	Set In Order - SEITON	Are specific areas demarcated for garbage/rejects/waste, etc.?		
10	Set In Order - SEITON	Are switches, fan regulators, controls, etc. labeled?		
11	Set In Order - SEITON	Are all cables, wires, pipes etc. neat and straight?		
12	Set In Order - SEITON	Is colour coding used effectively for easy identification?		
13	Set In Order - SEITON	Is there a general appearance of orderliness?		
14	Set In Order - SEITON	Is it easy to find any item/document without delay?		
	Set In Order - SEITON	Identify and allocate a place for all the materials needed for your work.		
15	Shine - SEISO	Are cleaning schedules available and displayed?		
16	Shine - SEISO	Are floors, walls, windows doors etc. maintained at a high level of cleanliness?		
17	Shine - SEISO	Is use of adequate cleaning tools evident?		
18	Shine - SEISO	Are machines, equipment, tools, furniture maintained at a high level of cleanliness and their maintenance schedules displayed?		
19	Shine - SEISO	Is there a general appearance of cleanliness all round?		
20	Standardize - SEIKETSU	Is a daily checklist used to standardize 5s procedures?		
21	Standardize - SEIKETSU	Are standard check lists used to regularly inspect 5S?		
22	Standardize - SEIKETSU	Are labels, notices etc. standardized?		
23	Standardize - SEIKETSU	Do isles/gangways have a standard size and colour?		
24	Standardize - SEIKETSU	Are pipes, cables etc. colour coded?		
25	Sustain - SHITSUKE	Is there a system for how and when the 5S activities will be implemented?		
26	Sustain - SHITSUKE	Does management provide support to 5S programme by recognition, resources and leadership?		
27	Sustain - SHITSUKE	Have first 3S become a part of the daily work?		
28	Sustain - SHITSUKE	Do employees show positive interest in 5S activities?		
29	Sustain - SHITSUKE	Are 5S posters and 5S points of work reminders displayed?		
30	Sustain - SHITSUKE	Are trainings and other programs implemented to sustain workplace organization?		
	SAFETY	Click + Add to add a Job Step of the task being assessed		
	SAFETY	Step		
	SAFETY	Enter job step description		
	SAFETY	Potential risk or hazard identified while task is being performed (select all that apply)		
	SAFETY	Enter other potential risk/s identified		
31	SAFETY	Rate risk/ hazard before control measures		
	SAFETY	Take a photo of step/ activity (Optional)		

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No.	Section	Check Item	Result	Notes / Evidence No.
	SAFETY	Hazard Control Measures		
	SAFETY	Engineering Controls		
	SAFETY	Administrative Controls		
	SAFETY	Personal Protective Equipment		
	SAFETY	Other preventive measures		
	COMPLETION	Recommendation		
32	COMPLETION	Overall Rating		

6S Lean Safety Checklist — Scoring & Sign-off

Sign-off

Full Name and Signature of the Inspector	
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