

Manufacturing 5s Audit

Template Information

Template ID	manufacturing-5s-audit
Version	v1.0
Language	English (en)
Number of Check Items	50
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: —

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 50 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.

Manufacturing 5s Audit — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	SORT	1) Is there evidence of regular red tagging?		
2	SORT	2) Is there a system for the removal of red tagged items?		
3	SORT	3) Are all unused tools removed from the area?		
4	SORT	4) Are all unwanted materials removed from the area?		
5	SORT	5) Are cupboards/work surfaces clear of clutter?		
6	SORT	6) Are there clear standards for storage?		
7	SORT	7) Are all unnecessary items/work in progress removed from the area?		
8	SORT	8) Are all unnecessary parts/materials removed from machinery/equipment?		
9	SORT	9) Is visual control being adhered to in the area?		
10	SORT	10) Is waste being disposed of correctly?		
11	STRAIGHTEN	1) Are all materials/work in progress located correctly?		
12	STRAIGHTEN	2) Are tools identified and on shadow boards?		
13	STRAIGHTEN	3) Are cleaning materials/utensils located correctly?		
14	STRAIGHTEN	4) Are materials stored correctly?		
15	STRAIGHTEN	5) Is P.P.E stored correctly?		
16	STRAIGHTEN	6) Are ladders stored correctly?		
17	STRAIGHTEN	7) Are pallet trucks stored correctly?		
18	STRAIGHTEN	8) Are stock levels agreed and being adhered to?		
19	STRAIGHTEN	9) Are dividing lines & floor markings correctly colour coded?		
20	STRAIGHTEN	10) Are all items in the area easily identified?		
21	SHINE	1) Is the floor clean & free from debris?		
22	SHINE	2) Are machines & guards clean?		
23	SHINE	3) Are cleaning tools handy/stored/organised/labelled?		
24	SHINE	4) Is there a cleaning schedule in place?		
25	SHINE	5) Are ancillary & guards kept clean?		
26	SHINE	6) Are backs of machines & surrounding areas kept clean?		
27	SHINE	7) Are tea hoppers & tops of machines clean?		
28	SHINE	8) Is underneath machines kept clean & free from oil?		
29	SHINE	9) Are bins clean & regularly emptied?		
30	SHINE	10) Are hoovers/filters emptied regularly & clean?		
31	STANDARDISE	1) Is the team board standardised/current?		
32	STANDARDISE	2) Is there a system for maintaining, clearing up & cleaning?		
33	STANDARDISE	3) Are regular 5s audits being carried out?		
34	STANDARDISE	4) Is all relevant paperwork current & up to date?		
35	STANDARDISE	5) Is the cleaning schedule being adhered to?		
36	STANDARDISE	6) Are visual control standards being adhered to?		
37	STANDARDISE	7) Is red tagging agreed/correctly documented?		
38	STANDARDISE	8) Have visual control standards been identified?		
39	STANDARDISE	9) Are shift standards agreed & being adhered to?		
40	STANDARDISE	10) Are sample trays being used correctly?		
41	SUSTAIN	1) Are safety rules being adhered to-glasses/safety shoes etc?		
42	SUSTAIN	2) Is the 5s action plan on team board/current?		
43	SUSTAIN	3) Is the daily cleaning schedule completed correctly?		
44	SUSTAIN	4) Is the 5s audit displayed on the team board?		
45	SUSTAIN	5) Is the 5s graph displayed on the team board?		
46	SUSTAIN	6) Is the 5s weekly spider graph displayed on the team board?		
47	SUSTAIN	7) Are rules & work procedures being adhered to?		
48	SUSTAIN	8) Is the red tag process being reviewed & audited?		
49	SUSTAIN	9) Is an ongoing review of 5s processes evident?		
50	SUSTAIN	10) Is there a plan for 5s training requirements displayed?		

Manufacturing 5s Audit — Scoring & Sign-off

Scoring

Item	Max	Score
SORT SCORE OUT OF 10	10	
STRAIGHTEN SCORE OUT OF 10	10	
SHINE SCORE OUT OF 10	10	
STANDARDISE SCORE OUT OF 10	10	
SUSTAIN SCORE OUT OF 10	10	
OVERALL SCORE OUT OF 50	50	

Note: The source defines no item-level scoring formula; scores and totals are entered manually.

Sign-off

Auditor signature	
Audit lead signature	
Date	