

5s Manufacturing Checklist

Template Information

Template ID	manufacturing-5s-inspection-checklist
Version	v1.0
Language	English (en)
Number of Check Items	28
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Use this 5S Manufacturing Checklist to help your business improve productivity through workplace cleanliness and efficiency. This checklist can help identify the unnecessary items stored in the manufacturing site and ensure machines, equipment, and tools are kept clean and in working order. Use SafetyCulture to generate onsite reports that capture photo(s) evidence of broken, unusable, or occasionally used items.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 28 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 Manufacturing Checklist — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	S1 - Sort - SEIRI	No unnecessary items are left or stored in the workplace.		
2	S1 - Sort - SEIRI	All machines and pieces of equipment are in regular use.		
3	S1 - Sort - SEIRI	All tools, fixtures, and fittings are in regular use.		
4	S1 - Sort - SEIRI	Storage area is defined to store broken, unusable or occasionally used items.		
5	S1 - Sort - SEIRI	Standards for eliminating unnecessary items exist and are being followed.		
6	S2 - Set in order - SEITON	Locations of tools and equipment are clear and well organized.		
7	S2 - Set in order - SEITON	Locations of materials and products are clear and well organized.		
8	S2 - Set in order - SEITON	Labels exist to indicate locations, containers, boxes, shelves and stored items.		
9	S2 - Set in order - SEITON	Evidence of inventory control exists (i.e. Kanban cards, FIFO, minimum/maximum, etc.).		
10	S2 - Set in order - SEITON	Dividing lines are clearly identified and clean as per standard.		
11	S2 - Set in order - SEITON	Safety equipment and supplies are clear and in good condition.		
12	S3 - Shining - SEISO	Floors, walls, ceilings, and pipework are in good condition and free from dirt and dust.		
13	S3 - Shining - SEISO	Racks, cabinets, and shelves are kept clean.		
14	S3 - Shining - SEISO	Machines, equipment, and tools are kept clean.		
15	S3 - Shining - SEISO	Stored items, materials, and products are kept clean.		
16	S3 - Shining - SEISO	Lighting is enough and all lighting is free from dust.		
17	S3 - Shining - SEISO	Good movement of air exists through the room (to limit the spread of viruses).		
18	S3 - Shining - SEISO	Pest control exists and effective.		
19	S3 - Shining - SEISO	Cleaning tools and materials are easily accessible.		
20	S3 - Shining - SEISO	Cleaning assignments are defined and are being followed.		
21	S4 - Standardize - SEIKETSU	Information displays, signs, color coding and other markings are established.		
22	S4 - Standardize - SEIKETSU	Procedures for maintaining the first three S's are being displayed.		
23	S4 - Standardize - SEIKETSU	5S checklists, schedules, and routines are defined and being used.		
24	S4 - Standardize - SEIKETSU	Everyone knows his responsibilities, when and how.		
25	S4 - Standardize - SEIKETSU	Regular audits are carried out using checklists and measures.		
26	S5 – Sustain - SHITSUKE	5S seems to be the way of life rather than just a routine.		
27	S5 – Sustain - SHITSUKE	Success stories are being displayed (i.e. before and after pictures).		
28	S5 – Sustain - SHITSUKE	Rewards and recognition is part of the 5S system.		
	Completion	Recommendations		

5s Manufacturing Checklist — Scoring & Sign-off

Sign-off

Full Name and Signature of the Inspector	
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