

5S Audit Checklist for Manufacturing Facilities

Use this structured checklist to assess the implementation of 5S principles (Sort, Set in Order, Shine, Standardize, Sustain). Ideal for regular audits in manufacturing environments to maintain organization, cleanliness, and operational excellence.

(Seiri)

- Have unnecessary or unused tools, materials, and equipment been identified and removed from the workspace?
• _____
- Are all redundant items clearly marked for removal or relocation?
• _____
- Is there a systematic process in place to identify and dispose of unneeded items regularly?
• _____
- Have you made sure that only essential tools and materials remain in the immediate work area?
• _____
- Are team members regularly reminded of sorting responsibilities during daily or weekly meetings?
• _____
- Is there a method to track items repeatedly marked as unnecessary to improve future purchasing or stocking decisions?
• _____

Order (Seiton)

- Are items organized logically by function and frequency of use?
• _____
- Is there a clear visual system in place (such as labels, color coding, or signs) to organize tools and materials?
• _____
- Do you have designated places for each tool, material, and equipment, and are they clearly marked?
• _____
- Is the layout of the workspace designed to minimize the movement of tools, materials, and personnel?
• _____
- Are visual cues (e.g., outlines, shadow boards, floor markings) effectively used to guide correct placement of tools and materials?
• _____
- Has the layout been recently reviewed to support a more efficient workspace with reduced motion waste?

(Seiketsu)

- Is the workspace cleaned regularly, and are cleaning tasks assigned to specific roles or teams?
• _____
- Are there clear, documented procedures for maintaining cleanliness across all areas?
• _____
- Is all equipment, machinery, and workstations kept free from dirt, dust, and debris?
• _____
- Do you have a system in place for scheduled maintenance to avoid unplanned downtime or breakdowns?
• _____
- Are cleaning tasks documented and assigned with clear responsibilities and deadlines?
• _____

Are preventative cleaning measures in place to stop dirt or product waste from accumulating (e.g., collection trays, filters)?

Standardize (Seiketsu)

- Are there standard operating procedures (SOPs) in place for organizing tools, materials, and work areas?
• _____
- Are all employees trained on the established procedures and best practices for each task?
• _____
- Are visual cues like signage and standard work instructions used to guide employees in their tasks?
• _____
- Is there a formal process for regularly reviewing and updating these standards to adapt to changes in production needs?
• _____
- Are procedures and visual standards updated and visible at the point of use?
• _____
- Has standardization been integrated into team training and onboarding processes?

Sustain (Shitsuke)

- Is there a regular system for conducting 5S audits and evaluations?
• _____
- Are employees held accountable for following the 5S standards, and is there a clear process for addressing non-compliance?
• _____
- Is there an ongoing feedback loop for employees to suggest improvements or report issues with 5S implementation?
• _____
- Is there a culture of continuous improvement where the team works together to refine processes and optimize workflows?
• _____
- Are 5S activities scheduled in the team calendar or maintenance plan?
• _____
- Are audit results from previous cycles clearly posted and reviewed with the team to support ongoing improvement?

Audit Summary and Follow-Up

- Overall Observations and Recommendations
• _____
- Follow-Up Notes Based vom Previous Audit
• _____
- Audit Score / Compliance Rating
• _____
- Next Scheduled Audit Date
• _____
- Audit Date
• _____
- Auditor Name and Signature
• _____
- Supervisor/Manager Name and Signature

