

5S Audit

Scored Workplace Audit

Score each of the five S's against what good looks like, and trend it by area.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Area		Date	
Auditor		Shift	

1. Sort (Seiri)	Yes	No	N/A	Notes
Only needed items are present				
Red-tag / removal process is used				
No obsolete stock or tooling				
2. Set in order (Seiton)	Yes	No	N/A	Notes
Everything has a marked location				
Items return easily to place				
Shadow boards / labels current				
3. Shine (Seiso)	Yes	No	N/A	Notes
Area and equipment are clean				
Cleaning doubles as inspection				
No leaks, dust, or debris				
4. Standardize (Seiketsu)	Yes	No	N/A	Notes
Standards are visual and posted				
Roles and frequencies defined				
First three S's documented				
5. Sustain (Shitsuke)	Yes	No	N/A	Notes
Audits happen on schedule				
Trend is stable or improving				
Team owns the habit				

Acceptance decision

Rule: score each S out of 5, total out of 25, and convert to a percentage.

Sort ___/5 Set ___/5 Shine ___/5 Standardize ___/5 Sustain ___/5

Total: ____ / 25 = ____ % Trend vs last audit: [] up [] flat [] down

Auditor

Area owner

Name / Signature / Date

Name / Signature / Date