

5S Scoring Checklist

Sort, Set in Order, Shine, Standardize, Sustain

Score each of the five S's against what good looks like, total out of 25, 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.

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Area		Date	
Auditor		Shift	

1. Seiri (Sort)	Yes	No	N/A	Notes
Only needed items are present				
Unnecessary items and clutter removed				
No obsolete stock or tooling				
2. Seiton (Set in Order)	Yes	No	N/A	Notes
Everything has a marked location				
Items arranged by frequency of use				
Labels and shadow boards current				
3. Seiso (Shine)	Yes	No	N/A	Notes
Area and equipment are clean				
Cleaning doubles as inspection				
No leaks, dust, or debris				
4. Seiketsu (Standardize)	Yes	No	N/A	Notes
Standards are visual and posted				
Labeling and color coding in place				
First three S's documented				
5. Shitsuke (Sustain)	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