

6S Audit Checklist

5S + Safety

Score all six S's, including Safety, across a work area and record follow-up actions.



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. Sort (Seiri)	Yes	No	N/A	Notes
Only essential items remain				
Unnecessary tools and materials removed				
No clutter in the work area				
2. Set in Order (Seiton)	Yes	No	N/A	Notes
Items placed logically and easy to access				
Located by frequency and order of use				
Search time minimized				
3. Shine (Seiso)	Yes	No	N/A	Notes
Workstations and tools regularly cleaned				
Defects and hazards identified early				
Hygiene standard maintained				
4. Standardize (Seiketsu)	Yes	No	N/A	Notes
Uniform standards across areas				
Consistent labeling and methods				
Roles and frequencies defined				
5. Sustain (Shitsuke)	Yes	No	N/A	Notes
6S is a routine practice				
Regular evaluations take place				
Continuous improvement in place				
6. Safety	Yes	No	N/A	Notes
Workplace hazards identified				
Preventive measures implemented				
PPE and safe access confirmed				

Acceptance decision

Rule: score each S out of 5, total out of 30, and convert to a percentage.

Sort __/5

Set __/5

Shine __/5

Standardize __/5

Sustain __/5

Safety __/5

Digital version: complete this checklist on phone, tablet or PC. Photos and report included.

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Total 30 % Trend vs last audit: [] up [] flat [] down

Auditor

Area owner

Name / Signature / Date

Name / Signature / Date