

AREA _____ DATE _____

Ratings: 5=Exceptional 4=Above Average 3=Average 2=Needs Improvement 1=Unacceptable

S1	Category	Criteria	Score(1-5)	Comments:
Seiri (Sort)	A.	There are no unnecessary items in the area. Any unnecessary items remaining have been marked for disposal (Seiri notices).		
	B.	Trash cans are not overflowing with debris.		
	C.	There are no items in walkways, cluttering paths, or blocking exits.		
	D.	There is no trash on the floor, in work areas, or on the machines.		
	E.	Personal items are not cluttering work area		
S2	Category	Criteria	Score(1-5)	Comments:
Seiton (Set in Order)	A.	All tools, equipment, fixtures, furniture, etc... have an identifiable home and are well labeled.		
	B.	All items, if not in use, are in their homes.		
	C.	FIFO/ Kanban system for parts and jobs is followed.		
	D.	Designated (visual) areas are identified for finished products, IPKs, and pending jobs.		
	E.	Consistent visual methods (floor markings, overhead signs, labels etc...) are used to designate areas.		
	F.	All items are stored with safety and ergonomics taken into consideration		
	G.	Information board is current and well organized		
3S	Category	Criteria	Score(1-5)	Comments:
Seiso (Shine)	A.	All machines are free of oil, scraps and dirt		
	B.	Floor is mopped or washed so that no oil is visible		
	C.	No scraps on work floor or in work areas		
	D.	Aisles and walkways are not cluttered		
	E.	All surfaces on the walls, floors, inside cabinets, etc... are clean - no areas overlooked.		
	F.	System developed to ensure periodic equipment inspection. (TPM checklist in place)		

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S4	Category	Criteria	Score(1-5)	Comments:
Seiketsu (Standardize)	A.	Process improvement forms readily available in the area.		
	B.	Detailed direction given for potential suggestions, comments or observations for improvements.		
	C.	5S charts, responsibility maps, and all other bulletins are up to date and posted.		
	D.	Issues from previous audit have been resolved and projects assigned are completed.		
S5	Category	Criteria	Score(1-5)	Comments:
Shitsuke (Sustain)	A.	Continuous Improvement has unanimous positive employee participation.		
	B.	Department board is up to date and all posted information reflects current status.		
	C.	Area is impeccable with nothing out of order.		
	D.	5S has become second nature, creating friendly competition in the area.		

