

## 5S Audit Check List

Plant: **RSWM (XX)**



Zone Name :		Zone No. :		Date of Audit –				
Level of Judgement		Criteria for Score						
		Level-1	level-2	Level-3	Level-4	Level-5		
Criteria for deciding the Level		Max Marks	Not being Practiced at all.	Practiced but not thorough ( Partially Done)	Created Model Areas within the Zone	Horizontally Deployed within the Zone	Can be considered as a Role Model for other Zones	
Marks Allocation		0	5	10	15	20		
S.N.	<b>1S - "Sorting "</b>		<b>0%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	
1	<b>No unwanted material on Floor, Roof ,Walls / Windows sill etc</b> :No Cigarette butts, scrap of paper,tools, parts, bins, fly, oil , etc are lying on the floor & scattered around.	20						
2	<b>Waste Disposal System &amp; Management</b> : Waste is disposed off at a regular interval (dust bins overflowing) - System desined, displayed, communicated and implemented.	20						
3	No mix up of two different kinds of materials.	20						
4	No storage of unused/ excess material.	20						
5	No storage of old machines , equipments ,old Standards ( not in use) , old Drawings / parts ( obsolete), old documents( obsolete), old furniture( not in use),old racks.	20						
6	Tops and insides of all cupboards, shelves, tables, drawers, etc. free of unwanted items (In all locations)	20						
7	No documents are pasted on walls,machines . Consumables having company logos are misused.	20						
8	There should be no leakges of air,water,oil and gas and pilferage of material in any form, excessive noise , fumes, bad odors etc.	20						
9	<b>Rack height,Inventory pile and other stacking to be below 6ft Height:</b> Nothing on the top of the rack, under the table , under the machine,below the staircase etc.	20						
<b>TOTAL MARKS ACHIEVED FOR 1S</b>		<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SCORE FOR '5S' = Ach.Score / Total Score * 100 (%)</b>		<b>0.00%</b>						
S.N.	<b>2S Systematic arrangement (SEITON)</b>		<b>0%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	
1	<b>" There is a Place for every thing"</b> Locations for storage of the material, Documents, tools , equipment, Dustbin etc . are clearly defined & Identified."	20						
2	<b>"Every thing is in its place"</b> No unidentified materials available. Every thing is available in its pre decided location.	20						
3	Material do not touch each other in containers, trays, bins, trolleys etc.	20						
4	Right material in right containers/pallets/ Bins/ Trolleys etc. <b>(Search free &amp; Count Free system is in place)</b>	20						
5	Clear Gangways. Gangways are clearly marked/ no zig zag movement of man & material. Gangways are free of material, parts ,trolleys, empty bins etc.	20						
6	<b>FIFO ( First In &amp; First Out)</b> System is in place & practiced.	20						
7	Cleaning tools like Broom, Brush , Small Shovel , Tool for cleaning at Heights are kept with propoer identification & at an appropriate location.	20						
8	<b>Shadow boards are in practice:</b> Retrieval of tools,document is easy. Shadow boards are in practice: Retrieval of tools,document is easy.	20						
9	Fire Extinguisher available in pre fixed locations,Safety Equipment is available as per layout and in working condition.	20						

10	Equipment Identification-Numbered,Capacities/Cycle time/WIP Quantity/ Material handling Equipment/trolleys etc.	20					
11	Display boards for Toilets,Canteen, dispensary, meeting Room , water coolers,different shops/ departments/divisions,Hazardous Areas etc are available. (signages)	20					
12	Visual for fans,tube lights,electrical cabinets,direction of rotation of motors and other equipment ,Control Boxes/Safe and Unsafe Zones etc.	20					
13	5S Zones are marked,Roles and Responsibilities are defined,Zone assesment takes place/Notice Board is Updated and Maintained.	20					
	<b>TOTAL MARKS ACHIEVED FOR '2S'</b>	<b>260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SCORE FOR '5S' = Ach.Score / Total Score * 100 (%)</b>	<b>0.00%</b>					
S.N.	<b>3S Shine (Cleaning)</b>		<b>0%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
1	<b>Cleaning is inspection -Cleaning with meaning</b> : Check there is no dust,dirt,fly on the floor & Working area .	20					
2	Check there is no Vibration, excess noise in the machine, parts and all accessories	20					
3	Check there is no broken parts, Missing parts & damaged parts in the machine	20					
4	Check there is no loose wires, bolts & nuts around the machine	20					
5	No chipping or paint flaking on floors or walls.	20					
6	Walls are free of dirt, oil, pan spit and grease	20					
7	No oil leakage from pipes or hydraulic units, No air leakage from Pneumatic pipes	20					
8	No breakage to tubes carrying bundles or wires	20					
9	Panels close properly. No jugaad arrangement. No unnecessary holes in panels	20					
10	Tools, fixtures, and gauges clean and protected from damage	20					
11	Power indicating lights work correctly	20					
12	Notices posted are clean and un-torn	20					
13	Pressure and power meters cleaned	20					
14	Measurement equipment is stored securely with care and calibrated	20					
15	Desks and work surfaces free of any spills, garbage, or trash	20					
	<b>TOTAL MARKS ACHIEVED FOR 3S</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SCORE FOR '5S' = Ach.Score / Total Score * 100 (%)</b>	<b>0.00%</b>					
S.N.	<b>4S Standardisation</b>		<b>0%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
1	Follow up check sheet, Action taken and Improvement carried out evidences.	20					
2	Necessary information, SOPs, Work Instruction (WI) and standards are visible .	20					
3	Valves are marked with open / shut directions	20					
4	Danger marks affixed to hazardous equipment/locations	20					
5	Equipment controls are clearly and correctly labeled	20					
6	Critical points for daily maintenance checks are clearly marked	20					
7	Electrical Wires Color Codes,Pipes Identification-Colour Codes/Identification of Gas/Liquid/Chemical/Hazardous Materials/Pressure ,Temperature, Direction of Flow/Wire and Wire Ropes/Visuals for all types of Gauges, Measurement Equipment etc.	20					
8	Pressure and power meters labeled to show ranges	20					

9	Equipment check sheets are up to date, clean and neatly displayed	20					
10	Can supplies, tools, and raw materials be located in 30 seconds?	20					
11	The 5S schedule is clearly displayed and up to date	20					
	<b>TOTAL MARKS ACHIEVED FOR '4S'</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SCORE FOR '5S' = Ach.Score / Total Score * 100 (%)</b>	<b>0.00%</b>					
S.N	<b>5S Sustain</b>		<b>0%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
1	Operators and staff have been trained in 5S (verify training records)	20					
2	Supervisor's & Manager's are providing needed 5S support	20					
3	The most recent 5S Work Group Audit Score is present.	20					
4	Number of times 5S audit were performed (Self audit) ?	20					
5	How many employee proposals (KAIZEN) accepted and take actions?	20					
6	Evidence of discussions (Agenda, minutes, etc)	20					
7	5S posters, articles, pictures are being displayed.	20					
8	Display of 5S score, action, before and after picture etc.	20					
9	Evidence to follow up under Performance Management System (PMS)	20					
	<b>TOTAL MARKS ACHIEVED FOR 5S</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SCORE FOR '5S' = Ach.Score / Total Score * 100 (%)</b>	<b>0.00%</b>					



Signature

Name of Auditor -

Signature  
Name of  
Auditee-