

## 5S Audit Check List

Plant Name : RSWM (XX)



Zone Name :		Zone No. :		Date of Audit –			
Level of Judgement		Criteria for Score					
Criteria for deciding the Level		Max Marks	Level-1	level-2	Level-3	Level-4	Level-5
Marks Allocation		0	5	10	15	20	
S.N.	1S - "Sorting "		0%	25%	50%	75%	100%
1	No unwanted material on Floor, Roof ,Walls / Windows sill etc :No Cigarette butts, scrap of paper,tools, 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	Tops and insides of all cupboards, shelves, tables, drawers, etc. free of unwanted items (In all locations)	20					
6	No documents are pasted on walls. (proper notice / soft board used)	20					
7	There should be no leakges of air,water,oil and gas , excessive noise , fumes, bad odors etc.	20					
8	<b>Rack height,Inventory pile and other stacking to be below 6ft Height:</b> Nothing on the top of the rack, under the table ,below the staircase etc.	20					
<b>TOTAL MARKS ACHIEVED FOR 1S</b>		<b>160</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.	2S Systematic arrangement (SEITON)		0%	25%	50%	75%	100%
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	Right material in right containers/pallets/ Bins/ Trolleys etc. ( <b>Search free &amp; Count Free system is in place</b> )	20					
4	Clear pathways. Pathways are clearly marked/ no zig zag movement .	20					
5	<b>FIFO ( First In &amp; First Out)</b> System is in place & practiced.	20					
6	Cleaning tools like Broom, Brush , Small Shovel , Tool for cleaning at Heights are kept with prooper identification & at an appropriate location.	20					
7	Fire Extinguisher available in pre fixed locations,Safety Equipment is available as per layout and in working condition.	20					
8	Display boards for Toilets,Canteen, dispensary, meeting Room , water coolers etc are available.	20					
9	Visual for fans,tube lights ,cabinets, Safe and Unsafe Zones etc.	20					
10	5S Zones are marked, Roles and Responsibilities are defined.	20					
<b>TOTAL MARKS ACHIEVED FOR '2S'</b>		<b>200</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.	3S Shine (Cleaning)		0%	25%	50%	75%	100%
1	<b>Cleaning is inspection / Cleaning with meaning</b> : Check there is no dust, dirt, muck, fly on the floor & Working areas are clean.	20					
2	Check there is no loose wires, bolts & nuts .	20					
3	No chipping or paint flaking on floors / walls.	20					
4	Walls are free of dirt, oil, pan spit and grease	20					
5	No leakage from pipes, No air leakage etc.	20					
6	No breakage to tubes carrying bundles or wires	20					
7	Tree , plants, greenery properly maintained, trimmed, watered etc.	20					
8	Notices posted are clean , un-torn and up to date.	20					
9	Desks and work surfaces free of any spills, garbage, or trash.	20					
<b>TOTAL MARKS ACHIEVED FOR 3S</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.	4S Standardisation		0%	25%	50%	75%	100%
1	Follow up check sheet, Action taken and Improvement carried out	20					
2	Necessary information, SOPs, Work Instruction (WI) and standards are visible .	20					
3	Danger marks affixed to hazardous equipment/locations .	20					
4	Critical points for maintenance checks are clearly marked .	20					
5	Equipment check sheets are up to date, clean and neatly displayed	20					
6	Can supplies, tools, and raw materials be located in <b>30 seconds</b> ?	20					
7	The 5S schedule is clearly displayed and up to date .	20					
<b>TOTAL MARKS ACHIEVED FOR '4S'</b>		<b>140</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.	5S Sustain		0%	25%	50%	75%	100%
1	Operators and staff have been trained in 5S (Training records available).	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	How many employee proposals (KAIZEN) accepted and take actions?	20					
5	Evidence of discussions (Agenda, minutes, etc)	20					
6	5S posters, articles, pictures are being displayed.	20					
7	Display of 5S score, action, before and after picture etc.	20					
8	Evidence to follow up under Performance Management System (PMS)	20					
<b>TOTAL MARKS ACHIEVED FOR 5S</b>		<b>160</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-