

RSWM Limited

AUDIT CHECKLIST FOR CONDUCTING "1S, 2S & 3S AUDIT" - TECHNICAL

UNIT - _____ ZONE NAME AND ZONE NO.- _____

Rating	AUDITED BY -	MAX MARKS	Audit Marks	
FULL COMPLIANCE - 100 % MARKS	ZONE LEADER -			
UP TO 1-3 NON COMPLIANCE - 50 % MARKS	DATE -			
MORE THEN 3 NON COMPLIANCE - 00 MARK				
	S.NO.	CHECKING ITEM		
 1S	1	Is there any unwated papers are on wall, all notice boards are upto date ?	10	
	2	Is there any unnecessary papers, parts, materials, equipments, tools, machine, WIP etc. are not in use but still lying around	20	
	3	Is there proper Red Tag Area and its disposal system available and are being followed accordingly ?	10	
	4	Pathways, stairways, corners and safety equipments are free from items ?	10	
	SCORE ON 1S			50
 2S	5	Are the yellow marking lines visible and not being violated.	10	
	6	Location of items are clearly defined and labelled	20	
	7	Are personal belongings are stored in place provided	10	
	8	All safety equipments are in place and upto date	10	
	9	Is there specific place for keeping finished/ repaired product/equipment	10	
	10	Are tools in place? If tools are taken by someone, is there any clear identification about who has taken the tool?	10	
	11	Is there any location for overhauling/ repairing	10	
	12	Are all the itesm are kept at designated place	20	
	13	Are all items are easly identifiable and easy to take out	10	
	14	All drawers, cupboards, light and fan are clearly marked with number	10	
	15	All desktop files and folders are clearly labeled for proper content and neatly organised	10	
16	Evidence of inventory control exist (FIFO, Min. Max)	10		
SCORE ON 2S			140	0
 3S	17	Are work area including walls, clean?	20	
	18	Are machinery, equipment, fixtures and drains kept clean and free from visible leaks and spillage ?	10	
	19	Waste containers are kept emptied and have schedule of disposal ?	10	
	20	Checklist are utilized to identify ongoing cleaning duties ?	10	
	21	Is there any cleaning schedule being followed and is upto date status ?	10	
SCORE ON 3S			60	0
22	Is the "5S"story board made properly and neatly ?	10		
TOTAL SCORE			260	0
NEGATIVE MARKS:			% deduction	
 NC	A	Not having weely meeting register	50%	
	B	Register availaber but schedule meetings are not held	30%	If even one meeting not held
	C	Register available, meeting records are there but action plan to improve not satisfactory	10%	
	D	In time meeting with sign of all team members with action plan to improve available in proper way	0%	
	Total deducted marks			
OVERALL MARKS (AFTER DEDUCTIONS)				