

RSWM Limited

AUDIT CHECKLIST FOR CONDUCTING "1S, 2S & 3S AUDIT" - NON 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	0
 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 to store old records and these are disposed after fixed time period	10		
	10	All drwaers are properly managed - No items/ stationary are at unwanted place	10		
	11	Are all work stations are clearly marked	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%	0	
	B	Register availaber but schedule meetings are not held	30%		
	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)					