

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		
 <div style="border: 1px solid black; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">1S</div>	1	Is there any unwated papers are on wall, all notice boards are upto date ?	10	0
	2	Is there any unnecessary papers, parts, materials, equipments, tools, machine, WIP etc. are not in use but still lying around	20	0
	3	Is there proper Red Tag Area and its disposal system available and are being followed accordingly ?	10	0
	4	Pathways, stairways, corners and safety equipments are free from items ?	10	0
	SCORE ON 1S			50
 <div style="border: 1px solid black; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">2S</div>	5	Are the yellow marking lines visible and not being violated.	10	0
	6	Location of items are clearly defined and labelled	20	0
	7	Are personal belongings are stored in place provided	10	0
	8	All safety equipments are in place and upto date	10	0
	9	Is there specific place for keeping finished/ repaired product/equipment	10	0
	10	Are tools in place? If tools are taken by someone, is there any clear identification about who has taken the tool?	10	0
	11	Is there any location for overhauling/ repairing	10	0
	12	Are all the itesm are kept at designated place	20	0
	13	Are all items are easily identifiable and easy to take out	10	0
	14	All drawers, cupboards, light and fan are clearly marked with number	10	0
	15	All desktop files and folders are clearly labeled for proper content and neatly organised	10	0
	16	Evidence of inventory control exist (FIFO, Min. Max)	10	0
SCORE ON 2S			140	0
 <div style="border: 1px solid black; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">3S</div>	17	Are work area including walls, clean?	20	0
	18	Are machinery, equipment, fixtures and drains kept clean and free from visible leaks and spillage ?	10	0
	19	Waste containers are kept emptied and have schedule of disposal ?	10	0
	20	Checklist are utilized to identify ongoing cleaning duties ?	10	0
	21	Is there any cleaning schedule being followed and is upto date status ?	10	0
SCORE ON 3S			60	0
22	Is the "5S" story board made properly and neatly ?	10	0	
TOTAL SCORE			260	0
NEGATIVE MARKS:			% deduction	
 <div style="border: 1px solid black; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">NC</div>	A	Not having weely meeting register	50%	0
	B	Register availaber but schedule meetings are not held	30%	0
	C	Register available, meeting records are there but action plan to improve not satisfactory	10%	0
	D	In time meeting with sign of all team members with action plan to improve available in proper way	0%	0
	Total deducted marks			
OVERALL MARKS (AFTER DEDUCTIONS)				0