

5s Audit

Ref No.	5S	Requirement	Score	Scoring Guidelines				
				1	2	3	4	5
				Poor	Below required standard	Satisfactory	Good	Best Practice use as an example to other Teams
1	Sort	Clear of unused/unwanted items		>10 items	6 to 10 items	4 to 6 items	1 to 3 items	0 items
2		No 'wanted' items out of place		>10 items	6 to 10 items	4 to 6 items	1 to 3 items	0 items
3		Red Tag Area		No area/not maintained	In place but with minor issues to standard	—————>	Everything labelled and on register but some > 2 months old	Everything labelled, on register and < 2 months old
4	Set	Wanted items have a place and it is colour coded/labelled as appropriate (Tools and Parts)		> 10 items without a place identified.	5 - 9 items without a place identified.	2 or 4 items without a place identified.	Everything has a place identified.	Everything has a place identified. Innovative methods used
5		Labelling and colour coding is in place		> 10 items without a place identified.	5 - 9 items without a place identified.	2 or 4 items without a place identified.	Everything has a place identified.	Everything has a place identified. Innovative methods used
6		Safety signage displayed as required		Some safety signs not displayed	—————>	—————>	—————>	All appropriate safety signs displayed
7	Shine	Ceilings/walls clean		Poor paint and/or dirty	Small amount of dust/dirt. Average paint	Average paint but clean	Clean and paint/surface in tact	Very clean (no dust or discolouration)
8		Floor clean		Poor paint and/or dirty	Small amount of dust/dirt. Average paint	Average paint but clean	Clean and paint/surface in tact	Very clean (no dust or discolouration)
9		Benches/Racks/Worktops		Dusty and/or dirty	Some dust dirt	Clean	Very clean	Spotless
10		Lighting (if inadequate score zero)		Some units not working	All units working but dirty	All units working and in average condition	All units working and spotless	All working, spotless and innovative use of lighting
11	Standardise	Cleaning/ Maintenance Schedule		Not displayed or not signed up to date	—————>	—————>	—————>	Signed up to date + evidence of completion
12		Housekeeping Standard		Not displayed	Some Housekeeping Standards displayed	All displayed but not completely up to date	—————>	All displayed, completely up to date
13		Improvement Sheets		Not displayed	Some Improvement sheets displayed	Key Improvements documented	All improvements documented and published	Improvements from other areas implemented and documented.
14	Sustain	5S's Audits		Not completed	Completed at agreed frequency	Completed at agreed frequency. Results on Teamboard	Results on Teamboard and low scoring items on CCM	Clear evidence of audit and improvement work.
15		Teamboard		No Teamboard	Information out of date	—————>	—————>	Teamboard laid out correctly. All information up to date

Total

Final Score divide by 15