

NAME OF COMPANY - 5S Audit Checklist

DATE:															
PLANT / AREA : MAINTENANCE															
AUDITOR :															
Leader :				Dy. Leader :						Auditee :					
Sr. No	Audit Check Point	Permissible Qty.	Audit Observation	Score								Total Out of 60	Action Taken Y / N	Resp. and Date	Closure Sign.
				1	2	3	Out of 30	4 "S"			Out of 30				
				"S"	"S"	"S"		1 "S"	2 "S"	3 "S"					
1	No unwanted material lying in the workshop/Control rooms.	No unwanted material													
2	All material available in dept is identified.	Material identified.													
3	Entire working area are Specified & identified or not.	Area Specified & Identified.													
4	Scrap area specified and identified or not.	Scrap area specified & identified.													
5	Entire area is neat & clean .	Entire area without cotton waste, oil, grease, dust , pieces of metals,etc.													
6	Area for Tools and other Material are is specified or not	Area is specified													
7	Qty. of Material/Waste Specified & Identified or not	Qty. Specified & Identified.													
8	Cable standard size is attached with all cable (Area is specified or not)	Attached cable size													
9	Cable area is clean without any materials	Clean area													
10	Area for OK/Ready to use material is specified or not.	Area is specified													
11	Area for OK/Ready to use material is Identified or not.	Area is specified													
12	Spanners are at specified location or not	All spanners are in cupboard & kept separate with size													

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				1 "S"	2 "S"	3 "S"	Out of 30	4 "S"							Out of 30
								1 "S"	2 "S"	3 "S"					
	Area for worker's cloth/Lunchbox should be Specified & identified or not	Location is specified & Identified													
13	Location for daily reports should be Specified & identified or not.	Location is specified & Identified													
14	Required documents should be displayed & updated.	Documents are displayed on notice board													
15	W. I. for cleaning method and frquency to be displayed at different work centres.	Display of W. I.													

TOTAL MARKS

Rating	0 - 2	Individual performance as per all 4 "S"	1 S		0	%	Special Remarks if any
	3 - 4		2 S		0		
	5 - 6		3 S		0		
	7 - 8		4 S		0		
	9 - 10		TOTAL		0		