

5S Audit Checklist Standard Operating Procedure

This document defines the 5S audit checklist used to verify that a work area complies with the 5S methodology — Sort, Set in Order, Shine, Standardize, and Sustain. The 5S audit checklist gives auditors a standardized, objective way to score each area, document observations, and drive continuous improvement rather than assign blame. Use it whenever an area is due for its scheduled 5S audit, and reference the extended version when your organization has adopted the 6S model with a dedicated Safety section.

The image displays three overlapping versions of the 5S Audit Form. The top form is the main '5S AUDIT FORM' with sections for Sort, Set in Order, Shine, Standardize, and Sustain. The middle form is a detailed '5S SUSTAIN' checklist with questions about checklists, schedules, employee knowledge, and meetings. The bottom form is a '5S SAFETY' checklist with questions about safety hazards and incidents. All forms include the Opexity logo and a total score calculation.

A full 5S audit form is shown on one A4 page, with sections for Sort, Set in Order, Shine, Standardize, Sustain, and Safety, alongside the Opexity logo.

Scope & purpose

The audit is the most important element of the fifth S, "Sustain," because it builds discipline by keeping employee awareness high. An audit is not the same as control:

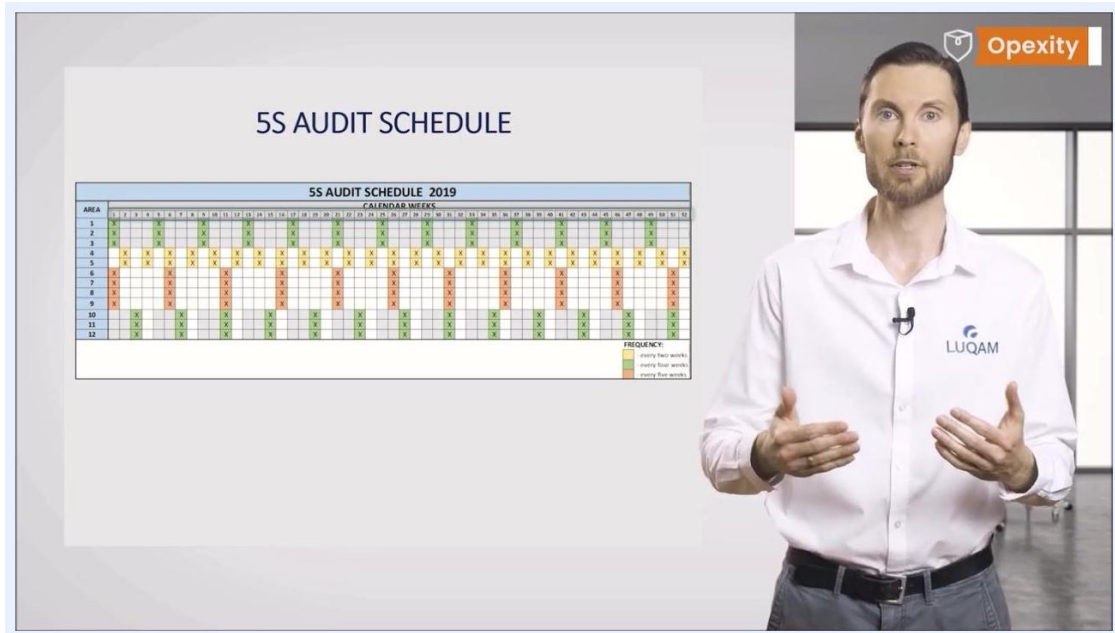
- An audit is carried out according to a plan and aims to verify compliance with the implemented 5S system.
- An audit's goal is to maintain standards and drive continuous, ongoing improvement.

- Control, by contrast, looks for faults and is associated with finding the guilty party, subjectivity, and a lack of knowledge of standards.
- Audits are objective, based on understanding of the 5S system, and focused on sustained progress rather than one-off, disposable fixes.



A presenter stands next to a slide titled "WHAT IS THE 5S AUDIT?" The slide visually contrasts audit and control: Audit (with a magnifying glass and bar chart) is labeled "CONTINUOUS IMPROVEMENT," while Control (with a stop sign labeled "STOP CONTROL") is labeled "DISPOSABLE IMPROVEMENT." Additional text under Audit includes "SEEKING IMPROVEMENTS," "OBJECTIVISM," and "UNDERSTANDING AND KNOWLEDGE OF THE 5S SYSTEM." Under Control: "LOOKING FOR THE GUILTY," "SUBJECTIVISM," and "LACK OF KNOWLEDGE OF STANDARDS."

The 5S audit checklist is connected to the area being audited, not to individual people or specific processes. Its purpose is to confirm compliance and continuous improvement in that area, not to punish individuals for irregularities. The audit must be independent: auditors should not be managers of the area under review, and they must have solid knowledge of the current 5S standards and system principles.



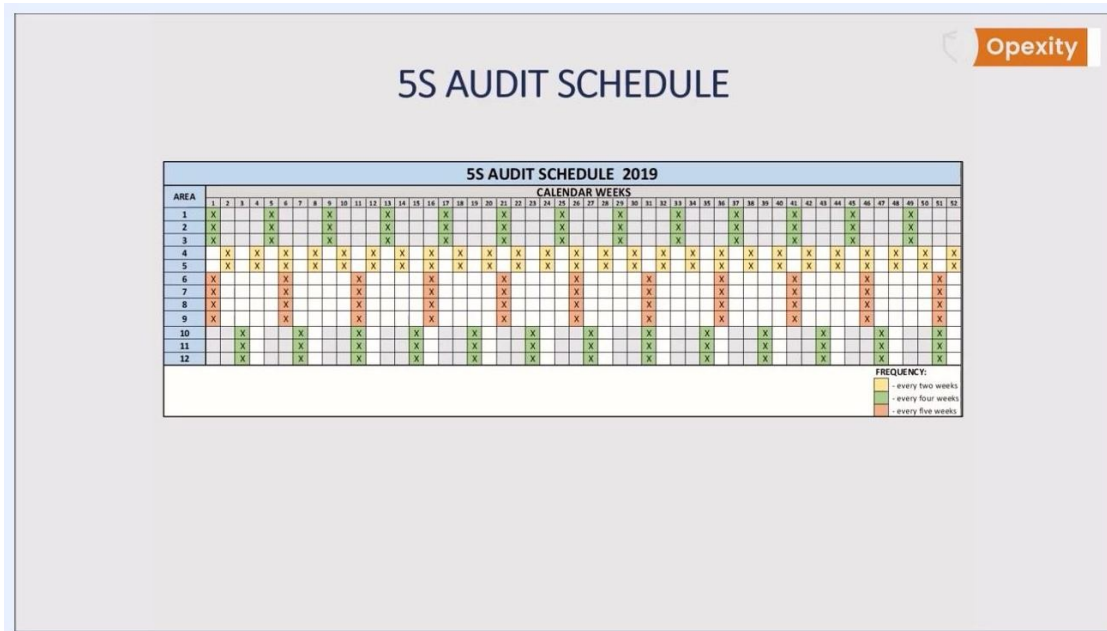
A presenter stands next to a slide titled "AUDIT FORM," which shows a close-up image of a hand writing on a form. The presenter is wearing a white shirt with the LUQAM logo and is positioned in a modern office environment.

Reference documents

Before running an audit, confirm the following reference materials are current and accessible:

- The 5S Audit Schedule, which sets audit frequency per area. Frequencies are commonly displayed on a matrix with areas listed on one axis and calendar weeks on the other, using color coding (for example, green for every two weeks, yellow for every four weeks, orange for every five weeks).
- The 5S standard for the area, which auditors must understand before scoring compliance.
- The 5S instruction covering cleaning rules, referenced during the Shine assessment.

- The 5S board, where audit schedules and results are posted for employees.



A 5S audit schedule matrix lists areas 1 through 12 down the left side and calendar weeks 1 through 52 across the top. Colored marks show audit frequency: green for every two weeks, yellow for every four weeks, and orange for every five weeks, with a legend in the bottom right. The schedule is titled "5S Audit Schedule 2019."

Schedule audits by general time frame (a week number or month) rather than an exact date. Avoiding pinpoint dates prevents predictability and discourages short-term preparation just before an audit, keeping the focus on the Kaizen principle that improvement happens continuously, every day, by everyone.

Equipment required

The 5S audit checklist itself is the primary tool auditors need; no calibrated gauges or measuring instruments apply to this qualitative, visual assessment. Before the audit, confirm you have:

- A printed or distributed copy of the standardized 5S audit form.
- A pen or writing instrument to record scores and comments.

-
- # 5S AUDIT FORM
- Opexity
- 5S AUDIT FORM
- SAFETY
- 65
- Are pathways, passageways and emergency exits for employees unobstructed and accessible?
- Does the area have a properly marked and separated space for the required fire-fighting equipment?
- Do workers have access to a first aid kit and other equipment in the case of hazards (e.g. eye wash station)? Does the first aid kit have complete and unexpired equipment?
- Do workers have appropriate clothing and personal protective equipment (consistent with the identified hazards and the substances used as well as the process being carried out)?
- Do stored and/or used hazardous substances have available safety data sheets and are properly and permanently identified?
- Are the guards of rotating parts or moving parts closed and limit switches are in good technical condition?
- Are the power, network, pneumatic, hydraulic cables properly secured (clamped) and not lying on the floor or hanging without protection and not damaged?
- Are there any other occupational health and safety risks identified in the area?
- TOTAL 140 /170
- 65
- SAFETY
- Are pathways, passageways and emergency exits for employees unobstructed and accessible?
- Does the area have a properly marked and separated space for the required fire-fighting equipment?
- Do workers have access to a first aid kit and other equipment in the case of hazards (e.g. eye wash station)? Does the first aid kit have complete and unexpired equipment?
- Do workers have appropriate clothing and personal protective equipment (consistent with the identified hazards and the substances used as well as the process being carried out)?
- Do stored and/or used hazardous substances have available safety data sheets and are properly and permanently identified?
- Are the guards of rotating parts or moving parts closed and limit switches are in good technical condition?
- Are the power, network, pneumatic, hydraulic cables properly secured (clamped) and not lying on the floor or hanging without protection and not damaged?
- Are there any other occupational health and safety risks identified in the area?
- TOTAL 140 /170 = 82%

Keep the form concise – ideally it should fit on a single A4 page – so it stays simple, transparent, and understandable for every employee involved in the 5S process.

Inspection points

The form is structured as a checklist divided into five thematic sections, one per step of 5S. Each section lists targeted questions with a column for Assessment (score) and a column for Comment (notes and observations), plus a TOTAL field that sums the section's scores.

The image displays three overlapping versions of the '5S AUDIT FORM' by Opexity. The top form is the main title page. The middle form shows a detailed section for '6S SAFETY' with a checklist of safety questions, assessment scores, and a total score of 40. The bottom form is another '6S SAFETY' section with a checklist of safety questions, assessment scores, and a total score of 40. An orange arrow points from the middle form to the bottom form.

Section	Question	Assessment	Comment	
6S SAFETY	Are pathways, passageways and emergency exits for employees unobstructed and accessible?	5		
	Does the area have a properly marked and separated space for the required fire-fighting equipment? Is fire-fighting equipment important?	5		
	Do workers have access to a first aid kit and other equipment in the case of hazards (e.g. eye wash, resuscitator)? Does the first aid kit have contents and unexpired equipment?	5		
	Do workers have appropriate clothing and personal protective equipment consistent with the identified hazards and the substances used as well as the projects being carried out?	5		
	Do stored and/or used hazardous substances have available safety data sheets and are properly and permanently identified?	5		
	Are the guards of rotating parts or moving parts closed and limit switches are in good technical condition?	5		
	Are the power, network, pneumatic, hydraulic cables properly secured (clamped) and not lying on the floor or hanging without protection and not damaged?	5		
	Are there any other occupational health and safety risks identified in the area?	5		
	TOTAL		40	

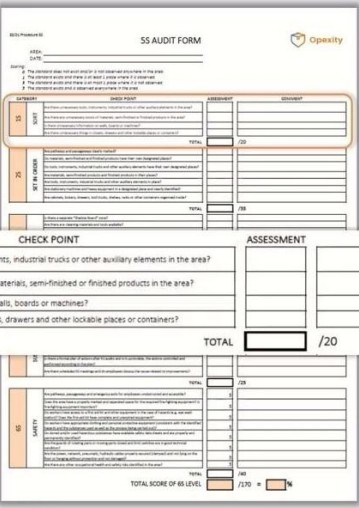
A full-page 5S audit form on a white background is divided into six sections, with the sixth labeled "6S SAFETY." Each section has checklist questions with assessment and comment columns, and the Opexity logo appears in the top right corner.

1S: Sort

Characteristic	Specification / Tolerance	Method	Sample size
Unnecessary tools, instruments, industrial trucks, or other auxiliary elements in the area	Score 0, 1, 3, or 5 per the standard scoring key	Visual walk-through of the area	Entire area under audit
Unnecessary stocks of materials, semi-finished, or finished products in the area	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Unnecessary information on walls, boards, or machines	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Unnecessary things in closets, drawers, or other lockable places or containers	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
TOTAL	Maximum 20 points	Sum of all Sort scores	—



5S AUDIT FORM



1S

SORT

CATEGORY

CHECK POINT

Are there unnecessary tools, instruments, industrial trucks or other auxiliary elements in the area?

Are there any unnecessary stocks of materials, semi-finished or finished products in the area?

Is there unnecessary information on walls, boards or machines?

Are there unnecessary things in closets, drawers and other lockable places or containers?

ASSESSMENT

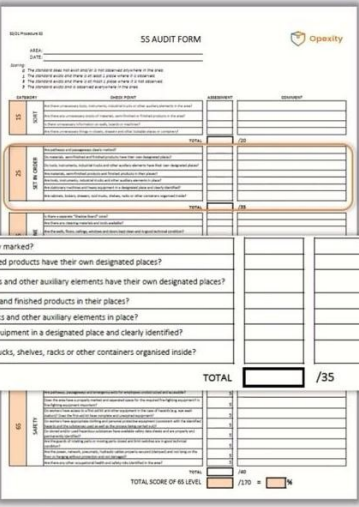
COMMENT

TOTAL /20

A close-up of the audit form shows the AREA and DATE fields and the scoring key with values 0, 1, 3, and 5, each with a clear definition, alongside the Opexity and LUQAM logos.



5S AUDIT FORM



2S

SET IN ORDER

CATEGORY

CHECK POINT

Are pathways and passageways clearly marked?

Do materials, semi-finished and finished products have their own designated places?

Do tools, instruments, industrial trucks and other auxiliary elements have their own designated places?

Are materials, semi-finished products and finished products in their places?

Are tools, instruments, industrial trucks and other auxiliary elements in place?

Are stationary machines and heavy equipment in a designated place and clearly identified?

Are cabinets, lockers, drawers, tool trucks, shelves, racks or other containers organised inside?

ASSESSMENT

COMMENT

TOTAL /35

The "1S SORT" section of the audit form lists checklist questions about unnecessary items, stocks, information, and storage, with assessment and comment columns and a total score box out of 20.

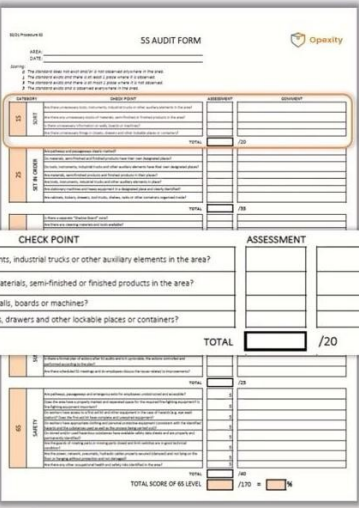
2S: Set in Order

Characteristic	Specification / Tolerance	Method	Sample size
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Pathways and passageways clearly marked	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Materials, semi-finished, and finished products have designated places	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Tools, instruments, industrial trucks, and other auxiliary elements have designated places	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Materials, semi-finished, and finished products are in their designated places	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Tools, instruments, industrial trucks, and other auxiliary elements are in place	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Stationary machines and heavy equipment are in a designated place and clearly identified	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Cabinets, lockers, drawers, tool trucks, shelves, racks, or other containers are organized inside	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
TOTAL	Maximum 35 points	Sum of all Set in Order scores	—



5S AUDIT FORM

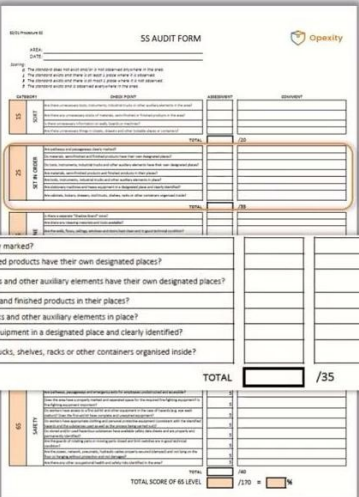


CATEGORY	CHECK POINT	ASSESSMENT	COMMENT
1S	1S SORT		
	Are there unnecessary tools, instruments, industrial trucks or other auxiliary elements in the area?		
	Are there any unnecessary stocks of materials, semi-finished or finished products in the area?		
	Is there unnecessary information on walls, boards or machines?		
	Are there unnecessary things in closets, drawers and other lockable places or containers?		
TOTAL		/20	

A 5S audit form section labeled "1S SORT" lists checklist questions with assessment and comment columns and a total score box out of 20 points. The form organizes each 5S category into its own scoring block.



5S AUDIT FORM



CATEGORY	CHECK POINT	ASSESSMENT	COMMENT
2S	2S SET IN ORDER		
	Are pathways and passageways clearly marked?		
	Do materials, semi-finished and finished products have their own designated places?		
	Do tools, instruments, industrial trucks and other auxiliary elements have their own designated places?		
	Are materials, semi-finished products and finished products in their place?		
	Are tools, instruments, industrial trucks and other auxiliary elements in place?		
	Are stationary machines and heavy equipment in a designated place and clearly identified?		
	Are cabinets, lockers, drawers, tool trucks, shelves, racks or other containers organised inside?		
TOTAL		/35	

The "2S SET IN ORDER" section of the audit form lists questions about marking pathways, designated places for items, and organized storage, with assessment and comment columns and a total score box out of 35.

Machines, heavy equipment, tools, instruments, transport equipment, and other building equipment (racks, frames, etc.) are kept clean	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Labels, information, and visual signs are in good condition and clean	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
Cleaning rules are defined and followed (5S instruction)	Score 0, 1, 3, or 5	Cross-check against the 5S instruction document	Entire area under audit
TOTAL	Maximum 30 points	Sum of all Shine scores	—

5S AUDIT FORM

Opexity

3S SHINE

Is there a separate "Shadow Board" zone?

Are there any cleaning materials and tools available?

Are the walls, floors, ceilings, windows and doors kept clean and in good technical condition?

Are machines, heavy equipment, tools, instruments and equipment for transport and other equipment in the building (racks, frames, etc.) kept clean?

Are the labels, information, visual signs in good condition and clean?

Are the cleaning rules defined and followed (5S instruction)?

TOTAL /30

TOTAL SCORE OF 6S LEVEL /120 = %

The "3S SHINE" section of the audit form lists questions about cleaning zones, availability of cleaning tools, cleanliness and technical condition of the area, and adherence to cleaning rules, with assessment and comment columns and a total score box out of 30.

4S: Standardize

Characteristic	Specification / Tolerance	Method	Sample size
Elements of visual inspection, marking, identification, instructions, and forms are up to date (including the 5S board)	Score 0, 1, 3, or 5	Visual walk-through and document check	Entire area under audit
Labels, identification marks, and zoning are used according to the established standard	Score 0, 1, 3, or 5	Visual walk-through	Entire area under audit
A standard exists for procedures, instructions, and forms regarding format and labeling	Score 0, 1, 3, or 5	Document review	Entire area under audit
Defined procedures and instructions are followed	Score 0, 1, 3, or 5	Observation of practice against documented standard	Entire area under audit
TOTAL	Maximum 20 points	Sum of all Standardize scores	—



5S AUDIT FORM

3S

SHINE

Is there a separate "Shadow Board" zone?
Are there any cleaning materials and tools available?
Are the walls, floors, ceilings, windows and doors kept clean and in good technical condition?
Are machines, heavy equipment, tools, instruments and equipment for transport and other equipment in the building (racks, frames, etc.) kept clean?
Are the labels, information, visual signs in good condition and clean?
Are the cleaning rules defined and followed (5S instruction)?

5S AUDIT FORM

SECTION 3S

1S **SHINE**

2S **SHINE**

3S **SHINE**

4S **SHINE**

5S **SHINE**

TOTAL 0 /30

ASSESSMENT

COMMENT

TOTAL 0 /30

TOTAL SCORE OF 4S LEVEL 0 /30 = 0 %

The "4S STANDARDIZE" section of the audit form lists questions about visual inspection, labeling, standards for procedures, and adherence to instructions, with assessment and comment columns and a total score box out of 20.



5S AUDIT FORM

4S

STANDARDIZE

Are the elements of visual inspection, marking and identification as well as instructions and forms up to date? (including 5S board)
Are the labels, identification marks and zoning used in accordance with the established standard?
Is there a standard for procedures, instructions and forms used for format and labelling?
Are the defined procedures and instructions followed?

5S AUDIT FORM

SECTION 4S

1S **STANDARDIZE**

2S **STANDARDIZE**

3S **STANDARDIZE**

4S **STANDARDIZE**

5S **STANDARDIZE**

TOTAL 0 /20

ASSESSMENT

COMMENT

TOTAL 0 /20

TOTAL SCORE OF 4S LEVEL 0 /20 = 0 %

The "4S STANDARDIZE" section highlights questions about following defined procedures and instructions.

This section specifically verifies that defined procedures and instructions are followed and kept up to date.

5S: Sustain

Characteristic	Specification / Tolerance	Method	Sample size
5S checklists exist and are filled in	Score 0, 1, 3, or 5	Document review	Entire area under audit
A schedule for the 5S audit exists, is observed, and results are presented to employees (for instance, on the board)	Score 0, 1, 3, or 5	Document and board review	Entire area under audit
Employees know the 5S standard	Score 0, 1, 3, or 5	Employee interview	Sample of employees in the area
A formal plan of actions after 5S audits exists, is up to date, and actions are controlled and performed according to plan	Score 0, 1, 3, or 5	Document review	Entire area under audit
Scheduled 5S meetings occur and employees discuss issues related to improvements	Score 0, 1, 3, or 5	Meeting record review	Entire area under audit
TOTAL	Maximum 25 points	Sum of all Sustain scores	—

5S AUDIT FORM

Opexity

5S AUDIT FORM

SAFETY

Are there 5S check-lists and are they filled in?

Is there a schedule for the 5S audit and is it observed and the results presented to the employees? (for instance, on the board)?

Do employees know the 5S standard?

Is there a formal plan of actions after 5S audits and is it up-to-date, the actions controlled and performed according to the plan?

Are there scheduled 5S meetings and do employees discuss the issues related to improvements?

TOTAL /25

5S SUSTAIN

Are there 5S check-lists and are they filled in?

Is there a schedule for the 5S audit and is it observed and the results presented to the employees? (for instance, on the board)?

Do employees know the 5S standard?

Is there a formal plan of actions after 5S audits and is it up-to-date, the actions controlled and performed according to the plan?

Are there scheduled 5S meetings and do employees discuss the issues related to improvements?

TOTAL /25

5S SAFETY

Are all fire extinguishers, hydrants, and emergency exits correctly marked and easily accessible?

Are there any visible safety-related damages in the workplace that could pose a risk?

Are all safety pictograms standardized and clearly visible?

Are ergonomic principles applied at each workstation?

TOTAL /30 = %

The "5S SUSTAIN" section of the audit form lists questions about checklists, audit schedules, employee knowledge, action plans, and meetings, with assessment and comment columns and a total score box out of 25.

Optional safety enhancements within existing sections

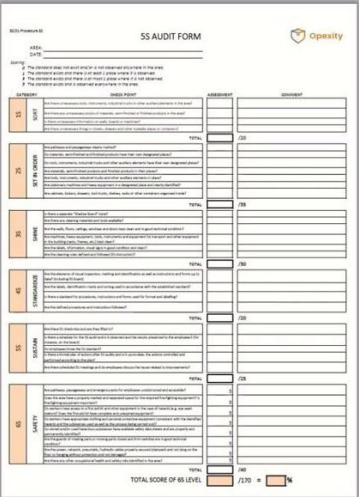
Many organizations extend the standard 5S questions with safety and ergonomics items before adopting a full sixth section. These additions layer onto the existing categories:

- Set in Order — Add: Are all fire extinguishers, hydrants, and emergency exits correctly marked and easily accessible?
- Shine — Add: Are there any visible safety-related damages in the workplace that could pose a risk?
- Standardize — Add: Are all safety pictograms standardized and clearly visible? Are ergonomic principles applied at each workstation?

- Sustain – Add: Have any additional occupational health and safety risks been identified during the audit?



5S AUDIT FORM

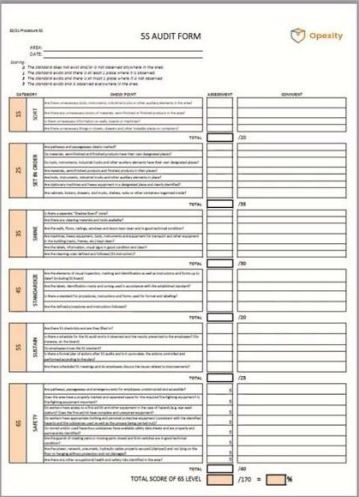



The image shows a 5S Audit Form with two orange arrows pointing to the 'Sort' and 'Set in Order' sections. The form is titled '5S AUDIT FORM' and includes a header with the Opexity logo. The form is divided into sections for each 5S principle: SORT, SET IN ORDER, SHINE, STANDARDIZE, SUSTAIN, and SAFETY. Each section has a list of audit questions and a corresponding score column. The total score is calculated at the bottom.

The audit form is shown with two orange arrows highlighting the "Sort" and "Set in Order" sections, marking the addition of fire safety and emergency exit questions.



5S AUDIT FORM

The image shows a 5S Audit Form with three orange arrows pointing to the first three sections: Sort, Set in Order, and Shine. The form is titled '5S AUDIT FORM' and includes a header with the Opexity logo. The form is divided into sections for each 5S principle: SORT, SET IN ORDER, SHINE, STANDARDIZE, SUSTAIN, and SAFETY. Each section has a list of audit questions and a corresponding score column. The total score is calculated at the bottom.

The audit form is shown with three orange arrows highlighting the first three sections, marking the addition of safety-related damage checks.

[illegible]

The audit form is shown with four orange arrows highlighting the first four sections, marking the addition of standardization and ergonomics questions.


Opexity

5S AUDIT FORM

5S Audit Form

DATE: _____

BY: _____

1. The purpose of this 5S audit is to assess the current state of the 5S system.

2. The audit will be conducted on the following areas:

3. The audit will be conducted on the following areas:

4. The audit will be conducted on the following areas:

No.	Item	Score	Total	Remarks	Comments
1	Sort				
2	Set in Order				
3	Shine				
4	Standardize				
5	Sustain				
6	Sort				
7	Set in Order				
8	Shine				
9	Standardize				
10	Sustain				
11	Sort				
12	Set in Order				
13	Shine				
14	Standardize				
15	Sustain				
16	Sort				
17	Set in Order				
18	Shine				
19	Standardize				
20	Sustain				
21	Sort				
22	Set in Order				
23	Shine				
24	Standardize				
25	Sustain				
26	Sort				
27	Set in Order				
28	Shine				
29	Standardize				
30	Sustain				
31	Sort				
32	Set in Order				
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36	Sort				
37	Set in Order				
38	Shine				
39	Standardize				
40	Sustain				
41	Sort				
42	Set in Order				
43	Shine				
44	Standardize				
45	Sustain				
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77	Set in Order				
78	Shine				
79	Standardize				
80	Sustain				
81	Sort				
82	Set in Order				
83	Shine				
84	Standardize				
85	Sustain				
86	Sort				
87	Set in Order				
88	Sh				

The audit form is shown with five orange arrows highlighting all five sections, marking comprehensive safety and risk evaluation.

6S extension: dedicated Safety section

Some organizations formalize this by expanding 5S into a 6S system with its own Safety category, placing added emphasis on occupational health and safety.

The extended form keeps the same layout — a colored bar labeling each of the six sections down the left side, with checklist questions, an Assessment column, and a Comment column per section, plus a total score calculation at the bottom for the overall 6S level.

A close-up overlay of the "6S SAFETY" section shows detailed safety questions, each with a score box and comment area, with an orange arrow pointing to the newly added section.

Characteristic	Specification / Tolerance	Method	Sample size
Pathways, passageways, and emergency exits for employees are unobstructed and accessible	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
The area has a properly marked, separated space for required fire-fighting equipment, and that equipment is in place	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit

Workers have access to a first aid kit and other hazard equipment (for example, an eye wash station), and the first aid kit is complete and unexpired	Score 0, 1, 3, or 5	Visual inspection and kit check	Entire area under audit
Workers have appropriate clothing and personal protective equipment consistent with identified hazards, substances used, and the process performed	Score 0, 1, 3, or 5	Observation of practice	Sample of workers in the area
Stored and/or used hazardous substances have available safety data sheets and are properly and permanently identified	Score 0, 1, 3, or 5	Document and label review	Entire area under audit
Guards on rotating or moving parts are closed and limit switches are in good technical condition	Score 0, 1, 3, or 5	Visual and functional inspection	Entire area under audit
Power, network, pneumatic, and hydraulic cables are properly secured (clamped), not lying on the floor or hanging unprotected, and not damaged	Score 0, 1, 3, or 5	Visual inspection of the area	Entire area under audit

Any other occupational health and safety risks identified in the area	Score 0, 1, 3, or 5	Visual walk-through of the area	Entire area under audit
TOTAL	Maximum 40 points	Sum of all Safety scores	—

[illegible][illegible]

Acceptance criteria

Score every checklist item using the standardized key printed on the form:

Score	Definition
0	The standard does not exist and/or is not observed anywhere in the area
1	The standard exists and there is at least one place where it is observed
3	The standard exists and there is at most one place where it is not observed
5	The standard exists and is observed everywhere in the area

Sum item scores into each section's TOTAL field against its maximum: Sort (20), Set in Order (35), Shine (30), Standardize (20), Sustain (25), and Safety, if the 6S extension is in use (40). The source material does not specify a numeric pass/fail cutoff for these totals; your organization's disposition rule for what constitutes a compliant versus non-compliant total should be defined and documented here.

Non-conformance handling

After scoring, review the Sustain section's key question: is there a schedule for the audit, is it observed, and are results presented to employees, for instance on the board?

When findings require follow-up, work through these steps:

- Present the audit results to the employees in the area.
- Facilitate a discussion of the findings and areas for improvement, asking whether results are discussed with employees for the improvement of the area.
- Record employee suggestions in the Comment column of the form for follow-up.
- Ask whether suggestions are being implemented, and track implementation using the audit form.

- Confirm a formal plan of actions after the audit exists, is kept up to date, and that actions are controlled and performed according to plan.

The image displays the '5S AUDIT FORM' with a focus on the 'SUSTAIN' section. The form is titled '5S AUDIT FORM' and includes the Opexity logo. The 'SUSTAIN' section contains the following checklist questions:

- Are there 5S check-lists and are they filled in?
- Is there a schedule for the 5S audit and is it observed and the results presented to the employees? (for instance, on the board)?
- Do employees know the 5S standard?
- Is there a formal plan of actions after 5S audits and is it up-to-date, the actions controlled and performed according to the plan?
- Are there scheduled 5S meetings and do employees discuss the issues related to improvements?

Each question has a corresponding assessment column with a scale from 0 to 5. A 'TOTAL' field is provided at the bottom of the section, showing a score of 15 out of 25. The Opexity logo is visible in the top right corner of the form.

The audit form's SUSTAIN section shows checklist questions with assessment and comment columns and a total score field out of 25, alongside the Opexity logo.

Record keeping

Complete and retain the following per audit:

- The filled-in 5S audit form, with the AREA and DATE fields completed and all sections scored with comments.
- The 5S checklist confirming it was filled in, referenced in the Sustain section.
- The audit schedule showing the observed frequency for the area.

- Posted results, such as on the 5S board, so employees can see outcomes and discuss improvements.



5S AUDIT FORM

5S Audit Form V1.0

5S AUDIT FORM



DATE: _____

BY: _____

The purpose of this form is to provide a structured approach to the audit of 5S implementation. The form is designed to be used by a team of auditors who will assess the current state of 5S implementation and provide recommendations for improvement. The form is designed to be used by a team of auditors who will assess the current state of 5S implementation and provide recommendations for improvement.

NO	CRITERIA	OBSERVATION	COMMENTS	SCORE	TOTAL
1	1S - SORT Is the workspace free of unnecessary items? Are items stored in designated areas? Are items labeled clearly? Are items stored in a way that is easy to access?				
2	2S - SET IN ORDER Are items stored in a way that is easy to access? Are items stored in a way that is easy to access? Are items stored in a way that is easy to access?				
3	3S - SHINE Is the workspace clean and free of dirt? Are floors clean and free of dirt? Are walls clean and free of dirt?				
4	4S - STANDARDIZE Are there standard procedures for 5S? Are there standard procedures for 5S? Are there standard procedures for 5S?				
5	5S - SUSTAIN Are there standard procedures for 5S? Are there standard procedures for 5S? Are there standard procedures for 5S?				
6	6S - SAFETY Are there standard procedures for 5S? Are there standard procedures for 5S? Are there standard procedures for 5S?				
TOTAL SCORE OF 6S LEVEL					

SCORE 16 / 70 = 23%

Presenter in a white shirt with LUQAM logo, standing next to a projected 5S Audit Form. Opexity logo in the corner.

Keep the form simple, transparent, and understandable so every employee can review it and participate in the 5S process. Reinforce that the primary goal of 5S is to enhance workplace safety, and keep the completed Safety section fully integrated into the overall audit record.

5S AUDIT FORM

Opexity

6S SAFETY

Are pathways, passageways and emergency exits for employees unobstructed and accessible?

Does the area have a properly marked and separated space for the required fire-fighting equipment? Is fire-fighting equipment important?

Do workers have access to a first aid kit and other equipment in the case of hazards (e.g. eye wash station)? Does the first aid kit have complete and unexpired equipment?

Do workers have appropriate clothing and personal protective equipment (consistent with the identified hazards and the substances used as well as the process being carried out)?

Do stored and/or used hazardous substances have available safety data sheets and are properly and permanently identified?

Are the guards of rotating parts or moving parts closed and limit switches are in good technical condition?

Are the power, network, pneumatic, hydraulic cables properly secured (clamped) and not lying on the floor or hanging without protection and not damaged?

Are there any other occupational health and safety risks identified in the area?

TOTAL /40

5S

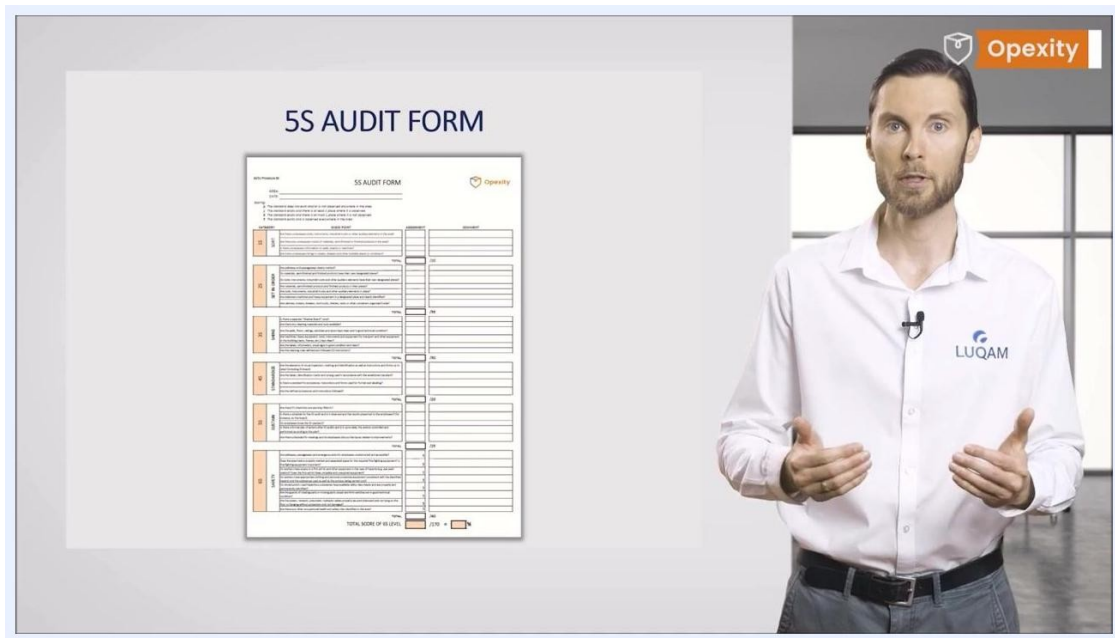
6S

TOTAL SCORE OF 6S LEVEL

The "6S SAFETY" section remains highlighted and overlaid on the main audit form, reinforcing its integration into the full audit process.

What's next

Once the audit schedule, form, and scoring are in place, train all auditors on the current version of the form, including the Safety section if your organization has adopted the 6S model. Continue running audits per the schedule, discussing results with employees, and tracking whether suggested improvements are implemented and whether the formal plan of actions stays current. For additional guidance and downloadable templates, further resources are available at www.opexity.com.



Presenter gesturing, emphasizing the importance of including safety and ergonomics in the 5S Audit Form.



5S AUDIT FORM

6S

SAFETY

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5S AUDIT FORM

5S

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Are there any other occupational health and safety risks identified in the area?

TOTAL 65 /40



5S

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TOTAL 65 /40

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Are there any other occupational health and safety risks identified in the area?

TOTAL 65 /40

The website address "www.opexity.com" is centered on a plain white background, providing a resource for additional information.