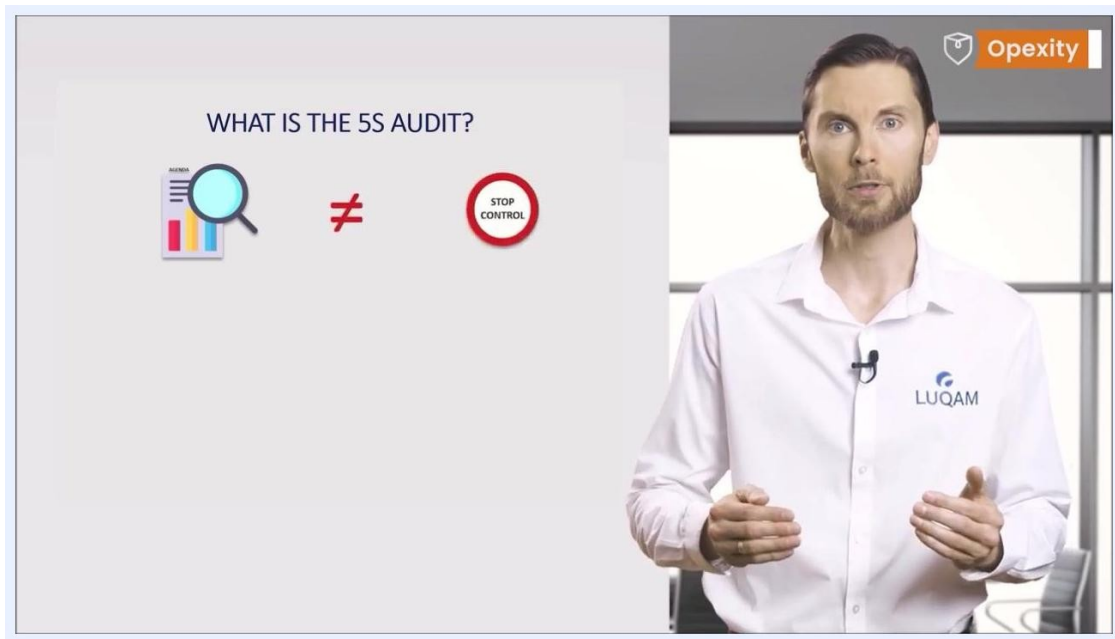


5S Audit Checklist: Structure, Scoring, and Safety Extensions

This document describes how to build and use a 5S audit checklist to evaluate the sustainment stage of the 5S methodology in any workplace or process area. The 5S audit checklist is the primary tool for the fifth "S" – Sustain – and is used to verify that Sort, Set in Order, Shine, Standardize, and Sustain standards are being maintained and continuously improved. Use this checklist on a recurring, scheduled basis rather than as a one-time inspection.

Scope & Purpose

A 5S audit is not the same as a control. Control is reactive and focused on finding errors or non-compliance, while an audit is proactive, carried out according to a plan, and aimed at both compliance with standards and continuous improvement.



Slide titled "WHAT IS THE 5S AUDIT?" showing icons for audit and control separated by a not-equal sign, alongside a "STOP CONTROL" sign.

The 5S audit checklist applies to an area — a workplace or a process — and not to individual people. This keeps the audit independent and objective. An effective auditor must be impartial, focused on continuous improvement rather than assigning blame, and knowledgeable of the 5S standards; subjectivism and a lack of knowledge of the standards must be avoided.



Comparison slide contrasting "Continuous Improvement, Seeking Improvements, Objectivism, Understanding and Knowledge of the 5S System" with "Disposable Improvement, Looking for the Guilty, Subjectivism, Lack of Knowledge of Standards."

Use this checklist whenever a scheduled 5S audit is due for a given area, as defined in the applicable audit schedule.

Reference Documents

The audit schedule is the governing reference for when each area is audited. The schedule should cover every area included in the 5S system and assume regular, recurring audits for each one.

Opexity

5S AUDIT SCHEDULE

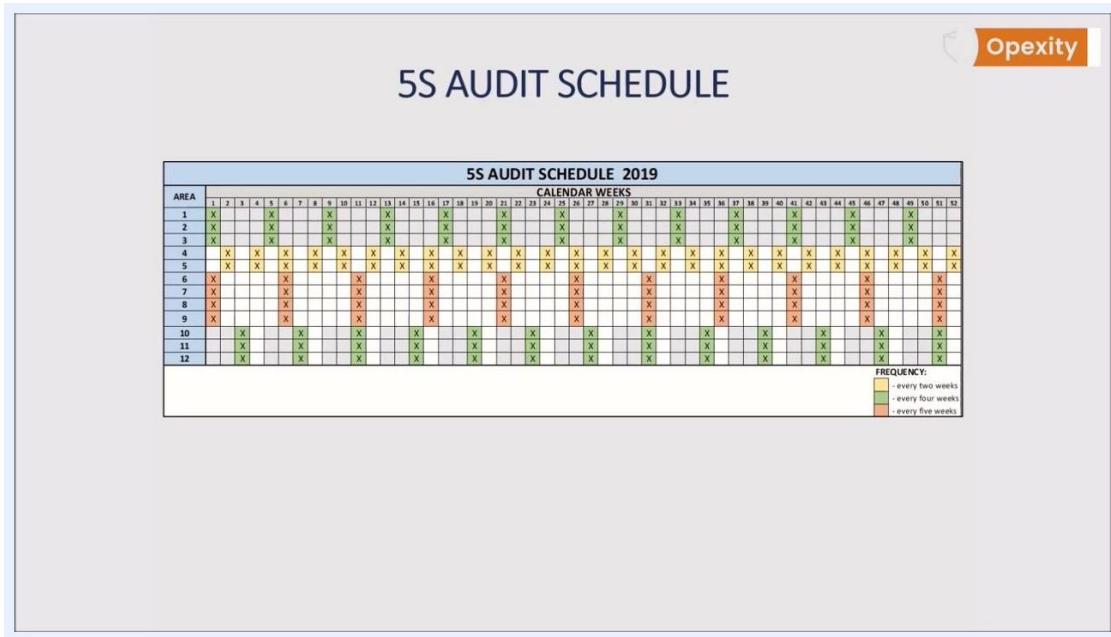
5S AUDIT SCHEDULE 2019																																																					
AREA	CALENDAR WEEKS																																																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
1	X				X				X				X				X				X				X				X				X				X				X				X				X				X
2	X			X					X				X				X				X				X				X				X				X				X				X				X				X
3	X				X				X				X				X				X				X				X				X				X				X				X				X				X
4	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	X				X				X				X				X				X				X				X				X				X				X				X				X				X
7	X				X				X				X				X				X				X				X				X				X				X				X				X				X
8	X				X				X				X				X				X				X				X				X				X				X				X				X				X
9	X				X				X				X				X				X				X				X				X				X				X				X				X				X
10		X			X				X				X				X				X				X				X				X				X				X				X				X				X
11		X			X				X				X				X				X				X				X				X				X				X				X				X				X
12		X			X				X				X				X				X				X				X				X				X				X				X				X				X

FREQUENCY:

- every two weeks
- every four weeks
- every five weeks

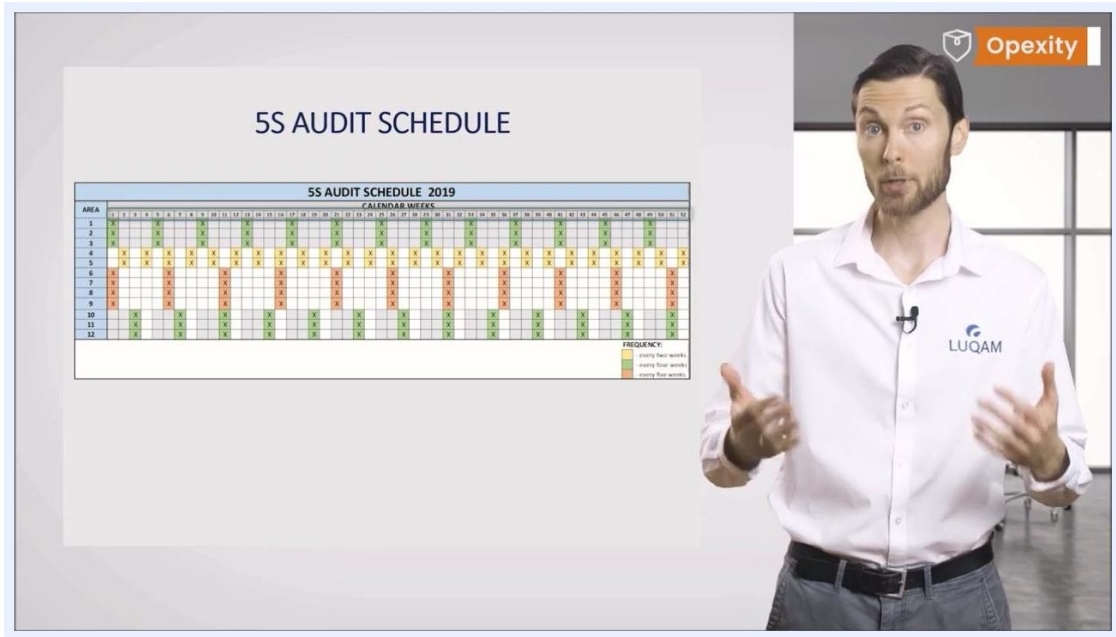
Table titled "5S AUDIT SCHEDULE 2019" with areas listed on the left and calendar weeks across the top, using color-coded X marks: green for every two weeks, yellow for every four weeks, orange for every five weeks.

Display the schedule in a visible location so every relevant employee understands the frequency and general timing of audits for their area. Some specialists recommend that the schedule not specify an exact audit date, but rather a general time frame such as a week number or month, so that readiness is maintained continuously rather than only before a known date.



Presenter standing next to a projected "5S AUDIT SCHEDULE" table in a well-lit room.

Remember that continuous improvement (Kaizen) is expected to happen every day and be practiced by everyone – the schedule and the audit checklist support this effort but are not its sole driver.



AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
1	X																																																			
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11											X																																									
12												X																																								

Presenter gesturing while explaining the audit schedule and its link to continuous improvement, with the "5S AUDIT SCHEDULE" table visible on the slide.

Additional reference material includes the standard for procedures, instructions, and forms used for formatting and labeling within the area, which is checked directly during the Standardize section of the audit (see Inspection Points below).

This is a checklist-based audit rather than a measurement-based inspection, so no calibrated gauges or measuring instruments are required. The core item needed is the 5S Audit Form itself, prepared in advance of any audit.

This is a checklist-based audit rather than a measurement-based inspection, so no calibrated gauges or measuring instruments are required. The core item needed is the 5S Audit Form itself, prepared in advance of any audit.

5S AUDIT SCHEDULE

5S AUDIT SCHEDULE 2019

CALENDAR WEEKS

AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
1	X																																																			
2		X																																																		
3			X																																																	
4				X																																																
5					X																																															
6						X																																														
7							X																																													
8								X																																												
9									X																																											
10										X																																										
11											X																																									
12												X																																								

FREQUENCY:
every two weeks
every four weeks
every five weeks

Opexity

LUQAM

Slide titled "AUDIT FORM" showing an image of a person writing on a form, with the presenter standing to the right.

Opexity

5S AUDIT FORM

5S Audit Form

DATE: _____

BY: _____

1. The auditor must have been trained in 5S before the audit. 2. The audit must be conducted in the presence of the audit team. 3. The audit must be conducted in the presence of the audit team. 4. The audit must be conducted in the presence of the audit team.

SECTION	5S AUDIT	SCORE	REMARKS
15	5S AUDIT	20	
25	5S AUDIT	20	
35	5S AUDIT	20	
45	5S AUDIT	20	
55	5S AUDIT	20	
65	5S AUDIT	20	
TOTAL		100	

TOTAL SCORE OF 65 LEVEL: 100 / 120 = 83%

Presenter standing next to a projected slide titled "AUDIT FORM," showing a close-up of a person writing on a form.

The form should be simple and clear, systematically organized so it is not complicated to complete.

5S AUDIT FORM

Opexity

5S AUDIT FORM

Opexity

1S SORT

2S SET IN ORDER

3S SHINE

4S STANDARDIZE

5S SUSTAIN

6S SAFETY

TOTAL SCORE OF 6S LEVEL: 16 / 20

Presenter standing next to a projected "5S AUDIT FORM" slide showing sections for categories, checkpoints, assessment, and comments.

Along with the form, a pen for recording assessments and comments is needed, and a board or display location for posting the schedule and, later, the results.

5S AUDIT FORM

Opexity

5S AUDIT FORM

Opexity

1S SORT

2S SET IN ORDER

3S SHINE

4S STANDARDIZE

5S SUSTAIN

6S SAFETY

TOTAL SCORE OF 6S LEVEL: 16 / 20

Close-up of the "5S AUDIT FORM" showing sections for categories, checkpoints, assessment, comments, and total score.

Inspection Points

Before scoring any checkpoint, confirm the top of the form is filled in with the AREA and DATE fields, and review the scoring guide, which defines the tolerance scale used for every checkpoint in every section:

- 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.

The image shows a 5S Audit Form with the following structure:

- Header:** 5S AUDIT FORM, Opexity logo.
- Form Fields:** AREA, DATE.
- Scoring Guide:** 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.
- Form Sections:** 1S SORT, 2S SET IN ORDER, 3S SHINE, 4S STANDARDIZE, 5S SAFETY.
- Checkpoints:** Each section contains a list of checkpoints with corresponding assessment and comment columns.
- Scoring:** A 'TOTAL' score field is present at the bottom, along with a 'TOTAL SCORE OF 65 LEVEL' indicator.

Close-up of the top section of the 5S audit form, showing fields for "AREA," "DATE," and a scoring guide with definitions for scores 0, 1, 3, and 5.

The form is divided into five thematic parts, each corresponding to a 5S step, plus safety-related additions described later in this section. For every checkpoint, the auditor records a visual assessment against the standard, and adds comments as needed.

1S – Sort



5S AUDIT FORM

5S AUDIT FORM

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

5S SAFETY

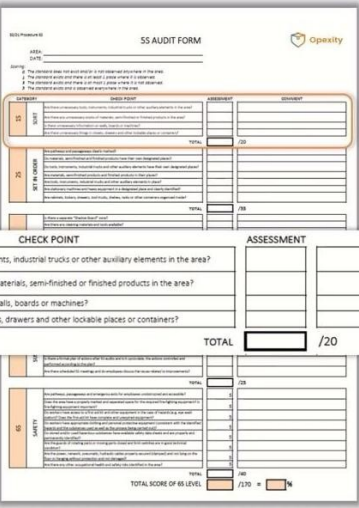
TOTAL SCORE OF 5S LEVEL /20 = %

Zoomed-in "1S SORT" category of the 5S audit form, with checkpoints, assessment, and comment fields, and the total score box for the section.

Checkpoint	Specification	Scoring (tolerance)	Method	Sample size
Unnecessary tools, instruments, industrial trucks, or other auxiliary elements present in the area?	None should be present	0 / 1 / 3 / 5	Visual audit against 5S standard	100% of designated area
Unnecessary stocks of materials, semi-finished, or finished products present?	None should be present	0 / 1 / 3 / 5	Visual audit	100% of designated area
Unnecessary information on walls, boards, or machines?	None should be present	0 / 1 / 3 / 5	Visual audit	100% of designated area
Unnecessary things in closets, drawers, or other lockable places/containers?	None should be present	0 / 1 / 3 / 5	Visual audit	100% of designated area



5S AUDIT FORM



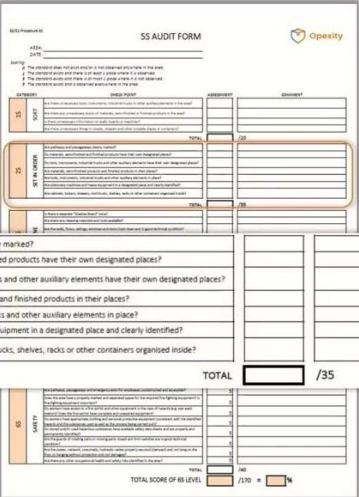
CATEGORY	CHECK POINT	ASSESSMENT	COMMENT
1S SORT	Are there unnecessary tools, instruments, industrial trucks or other auxiliary elements in the area?		
	Are there any unnecessary stocks of materials, semi-finished or finished products in the area?		
	Is there unnecessary information on walls, boards or machines?		
	Are there unnecessary things in closets, drawers and other lockable places or containers?		
TOTAL		10	/20

Zoomed-in view of the "1S SORT" section showing example checkpoints, assessment and comment fields, and the section's total score box.

2S – Set in Order



5S AUDIT FORM



CATEGORY	CHECK POINT	ASSESSMENT	COMMENT
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 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?		
TOTAL		10	/35

5S audit form with the "Set in Order" (2S) section enlarged, showing detailed checkpoints and fields for assessment and comments.

Checkpoint	Specification	Scoring (tolerance)	Method	Sample size
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Are pathways and passageways clearly marked?	Marking present and visible	0 / 1 / 3 / 5	Visual audit	100% of designated area
Do materials, semi-finished, and finished products have their own designated places?	Designated place exists	0 / 1 / 3 / 5	Visual audit	100% of designated area
Do tools, instruments, industrial trucks, and auxiliary elements have designated places?	Designated place exists	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are materials, semi-finished, and finished products in their places?	Items stored as designated	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are tools, instruments, industrial trucks, and auxiliary elements in place?	Items stored as designated	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are stationary machines and heavy equipment in a designated place and clearly identified?	Place designated and labeled	0 / 1 / 3 / 5	Visual audit	100% of designated area

Are cabinets, lockers, drawers, tool trucks, shelves, racks, or other containers organized inside?	Internally organized	0 / 1 / 3 / 5	Visual audit	100% of designated area
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Section maximum score: 35 points.

Confirm as part of this section that communication paths are established within the area and that everything is clearly marked for identification and organization.

3S – Shine

The image shows a 5S AUDIT FORM with the 'Shine' (3S) section enlarged. The form includes sections for 5S, 3S, and 3S. The 3S section is titled 'SHINE' and contains checkpoints for cleaning materials, equipment, and labels. The 3S section is titled 'SHINE' and contains checkpoints for cleaning materials, equipment, and labels. The 3S section is titled 'SHINE' and contains checkpoints for cleaning materials, equipment, and labels.

5S audit form with the "Shine" (3S) section enlarged, showing detailed checkpoints and fields for assessment and comments.

Checkpoint	Specification	Scoring (tolerance)	Method	Sample size
Is there a separate "Shadow Board" zone?	Zone exists and is defined	0 / 1 / 3 / 5	Visual audit	100% of designated area

Are cleaning materials and tools available?	Available on site	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are walls, floors, ceilings, windows, and doors kept clean and in good technical condition?	Clean, good condition	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are machines, heavy equipment, tools, instruments, transport equipment, racks, and frames kept clean?	Clean throughout	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are labels, information, and visual signs in good condition and clean?	Clean and legible	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are cleaning rules defined and followed (5S instruction)?	Instruction exists and is followed	0 / 1 / 3 / 5	Visual audit	100% of designated area

Section maximum score: 30 points.

4S – Standardize



5S AUDIT FORM

5S AUDIT FORM

5S is a systematic approach to workplace organization and standardization. It is a key component of Lean Manufacturing and is essential for improving efficiency, safety, and quality.

5S

1. Sort: Remove unnecessary items from the workplace.

2. Set in Order: Organize the workplace so that everything has a designated place.

3. Shine: Clean the workplace and maintain it in a clean state.

4. Standardize: Create standards for the first three S's and ensure they are followed.

5. Sustain: Maintain the standards and ensure they are followed.

4S

4. Standardize: Create standards for the first three S's and ensure they are followed.

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 instructions)?

Category	Checkpoints	Assessment	Comments
1S	Sort: Remove unnecessary items from the workplace.		
2S	Set in Order: Organize the workplace so that everything has a designated place.		
3S	Shine: Clean the workplace and maintain it in a clean state.		
4S	Standardize: Create standards for the first three S's and ensure they are followed.		
5S	Sustain: Maintain the standards and ensure they are followed.		
TOTAL		0/30	

TOTAL 0 /30

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

5S audit form with the "Standardize" (4S) section enlarged, showing detailed checkpoints and fields for assessment and comments.

Checkpoint	Specification	Scoring (tolerance)	Method	Sample size
Are visual inspection, marking, identification elements, instructions, and forms up to date (including the 5S board)?	Up to date	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are labels, identification marks, and zoning used in accordance with the established standard?	Consistent with standard	0 / 1 / 3 / 5	Visual audit	100% of designated area
Is there a standard for procedures, instructions, and forms used for format and labeling?	Standard exists	0 / 1 / 3 / 5	Visual audit	100% of designated area
Are the defined procedures and instructions followed?	Followed in practice	0 / 1 / 3 / 5	Visual audit	100% of designated area

Section maximum score: 20 points.

5S – Sustain



5S AUDIT FORM

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?

5S AUDIT FORM

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 audit form with the "Sustain" (5S) section enlarged, showing detailed checkpoints and fields for assessment and comments.

Checkpoint	Specification	Scoring (tolerance)	Method	Sample size
Are 5S checklists in use and filled in?	Filled in regularly	0 / 1 / 3 / 5	Visual audit / records review	100% of designated area
Is there a schedule for the 5S audit, is it observed, and are results presented to employees (e.g., on the board)?	Schedule observed, results posted	0 / 1 / 3 / 5	Records review	100% of designated area
Do employees know the 5S standard?	Employees demonstrate knowledge	0 / 1 / 3 / 5	Interview / observation	100% of designated area
Is there a formal, up-to-date plan of actions after 5S audits, with actions controlled and performed according to plan?	Plan exists, is current, actions performed	0 / 1 / 3 / 5	Records review	100% of designated area
Are scheduled 5S meetings held, and do employees discuss improvement issues?	Meetings held and documented	0 / 1 / 3 / 5	Records review	100% of designated area

Section maximum score: 25 points.

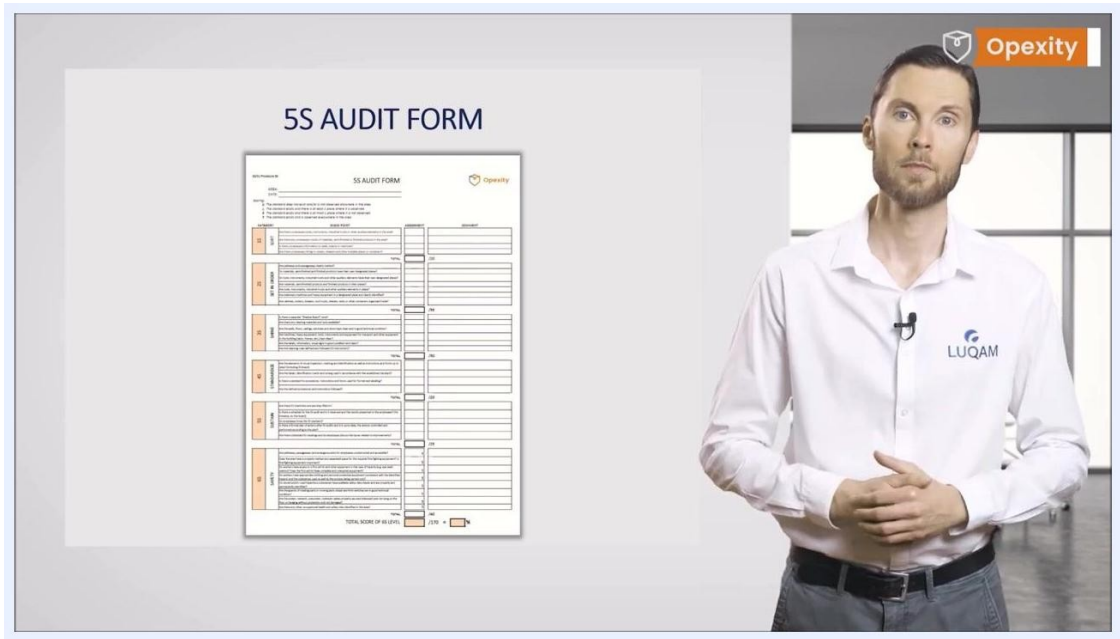
The image displays a 5S Audit Form titled "5S AUDIT FORM" with the Opexity logo in the top right corner. The form is divided into sections for 5S, SUSTAIN, and SAFETY. The SUSTAIN section is highlighted with an orange border and contains the following checklist questions:

- 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?

Below the questions are columns for "ASSESSMENT" and "COMMENT". A "TOTAL" row shows a score of 25 out of 25. The bottom of the form includes a "TOTAL SCORE OF 6S LEVEL" section with a score of 100 out of 120.

5S Audit Form with the SUSTAIN section highlighted, showing checklist questions about schedules, employee knowledge, and meetings, with assessment and comment columns.

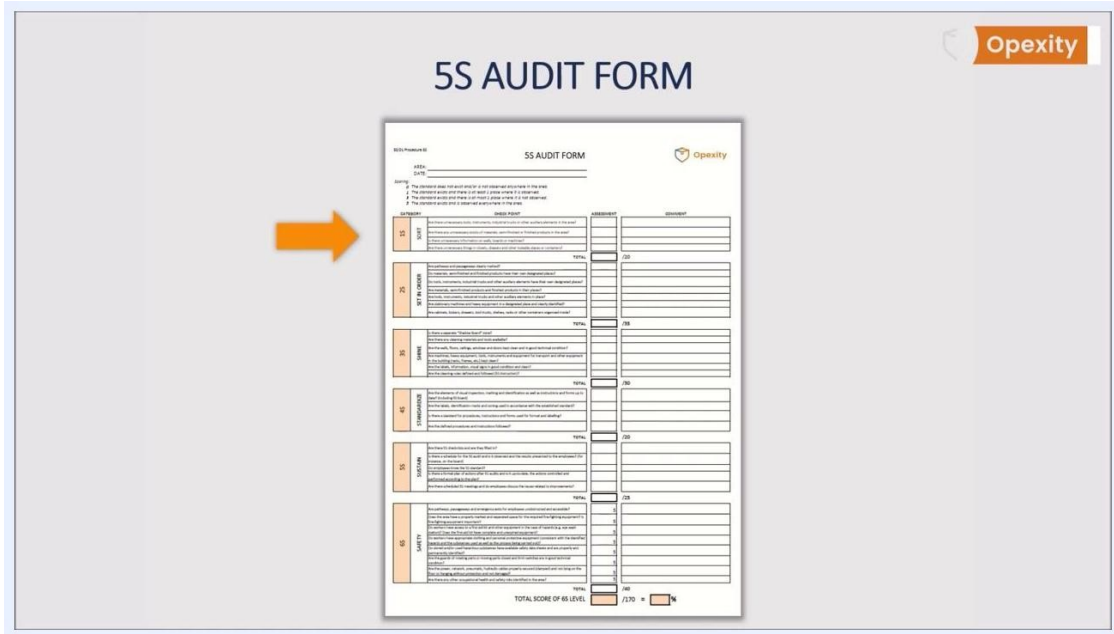
It is worth adding specific, actionable questions about workplace safety and ergonomics directly into the existing sections.



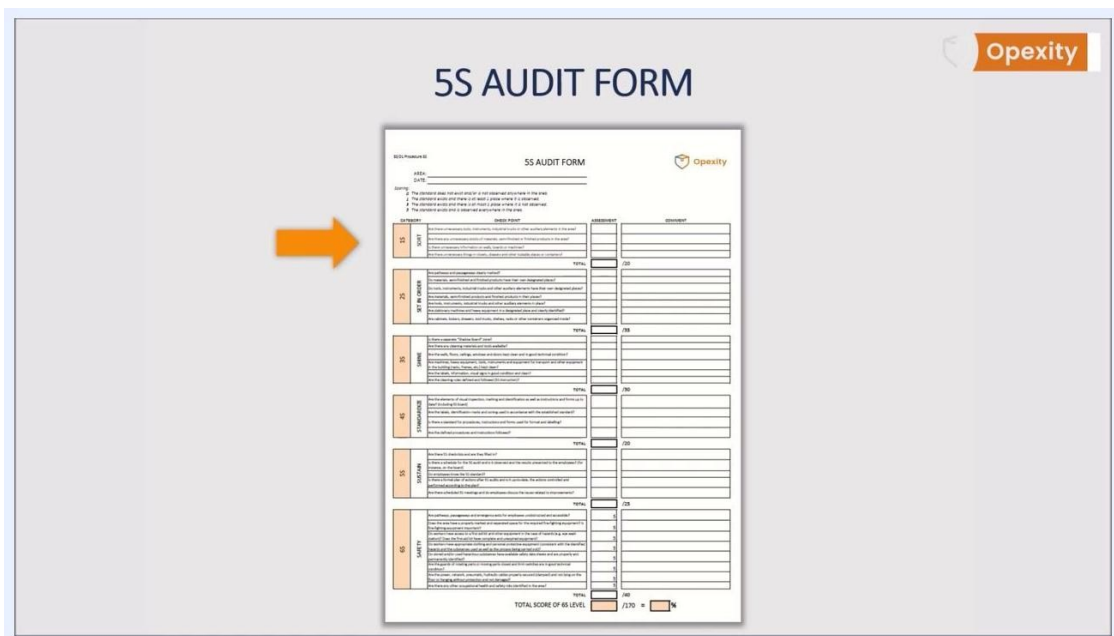
Presenter standing beside the 5S Audit Form, reiterating the need to include safety and ergonomics questions.

Add the following safety checkpoints to the Sort section:

Checkpoint	Specification	Scoring (tolerance)	Method
Are roads and passageways unobstructed?	Unobstructed	0 / 1 / 3 / 5	Visual audit
Are emergency exits clear?	Unobstructed	0 / 1 / 3 / 5	Visual audit



Presenter gesturing towards the 'Sort' section of the form, with an orange arrow pointing to the relevant area.



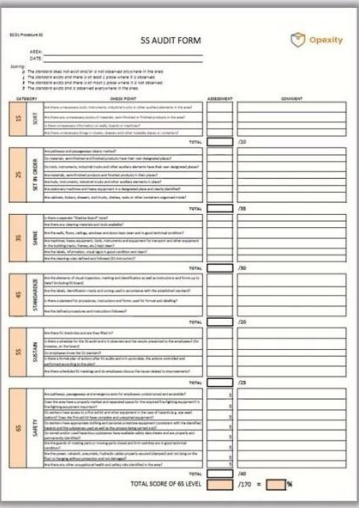
Presenter gesturing with both hands to reinforce the importance of unobstructed emergency exits, with an orange arrow pointing to the 'Sort' section.

Add the following safety checkpoint to the Set in Order section:

Checkpoint	Specification	Scoring (tolerance)	Method
Are all fire extinguishers and fire equipment correctly marked and easily accessible?	Marked and accessible	0 / 1 / 3 / 5	Visual audit



5S AUDIT FORM

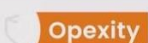



The 5S Audit Form is a structured document for evaluating workplace organization. It includes sections for:

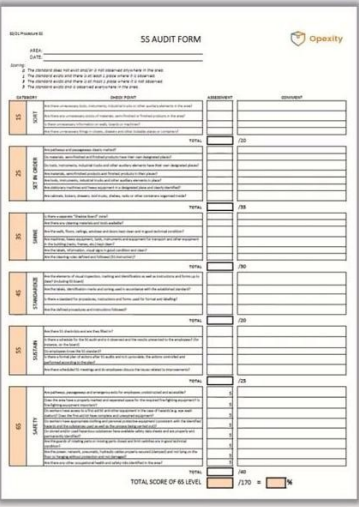
- Sort:** Assessing the necessity of items in the workspace.
- Set in Order:** Evaluating the arrangement and labeling of items.
- Shine:** Checking for cleanliness and maintenance.
- Standardize:** Reviewing the consistency of procedures.
- Sustain:** Ensuring the long-term adherence to 5S principles.
- Safety:** Identifying potential hazards and safety equipment.

The form features a scoring system with a total score of 65 levels, ranging from 0 to 100. The Opexity logo is visible in the top right corner.

5S Audit Form with two orange arrows pointing to the 'Sort' and 'Set in Order' sections, indicating where to add safety checks.



5S AUDIT FORM

This version of the 5S Audit Form is identical to the first one, but the two orange arrows pointing to the 'Sort' and 'Set in Order' sections are significantly larger, emphasizing the importance of these areas for adding safety checks.

5S Audit Form with two large orange arrows pointing to the 'Sort' and 'Set in Order' sections, emphasizing where to add checks for fire extinguishers, hydrants, and emergency exits.

Add the following safety checkpoint to the Shine section:

Checkpoint	Specification	Scoring (tolerance)	Method
Are there any visible safety hazards, such as damaged wires or exposed cables?	No hazards present	0 / 1 / 3 / 5	Visual audit

The image shows a '5S AUDIT FORM' with the Opexity logo in the top right corner. The form is divided into six main sections: SORT, SET IN ORDER, SHINE, STANDARDIZE, SUSTAIN, and SAFETY. Three orange arrows point to the 'Sort', 'Set in Order', and 'Shine' sections. The 'SAFETY' section is located at the bottom of the form and includes a table for recording safety-related findings.

5S Audit Form with three orange arrows pointing to the 'Sort', 'Set in Order', and 'Shine' sections, highlighting the addition of safety-related damage checks.

Add the following safety checkpoints to the Standardize section:

Checkpoint	Specification	Scoring (tolerance)	Method
Are all safety pictograms standardized and clearly visible?	Standardized and visible	0 / 1 / 3 / 5	Visual audit
Are ergonomic principles applied at all workstations?	Applied consistently	0 / 1 / 3 / 5	Visual audit



5S AUDIT FORM



5S5-Formver 02

5S AUDIT FORM

Opexity

5S1: PREPARE

SAFETY

The auditor must wear safety gear at all times. The auditor must not be under the influence of alcohol or drugs. The auditor must not be under the influence of any medication that may impair their ability to perform the audit. The auditor must not be under the influence of any other factors that may impair their ability to perform the audit.

SECTION	ITEMS	YES/NO	SCORE	REMARKS
1S: SORT	1. Are all items necessary for the work?			
	2. Are all items labeled?			
	3. Are all items stored in the designated area?			
	4. Are all items stored in the designated container?			
	5. Are all items stored in the designated location?			
	6. Are all items stored in the designated manner?			
	7. Are all items stored in the designated way?			
	8. Are all items stored in the designated place?			
	9. Are all items stored in the designated area?			
	10. Are all items stored in the designated container?			
2S: SET IN ORDER	1. Are all items stored in the designated area?			
	2. Are all items stored in the designated container?			
	3. Are all items stored in the designated location?			
	4. Are all items stored in the designated manner?			
	5. Are all items stored in the designated way?			
	6. Are all items stored in the designated place?			
	7. Are all items stored in the designated area?			
	8. Are all items stored in the designated container?			
	9. Are all items stored in the designated location?			
	10. Are all items stored in the designated manner?			
3S: SHINE	1. Are all items stored in the designated area?			
	2. Are all items stored in the designated container?			
	3. Are all items stored in the designated location?			
	4. Are all items stored in the designated manner?			
	5. Are all items stored in the designated way?			
	6. Are all items stored in the designated place?			
	7. Are all items stored in the designated area?			
	8. Are all items stored in the designated container?			
	9. Are all items stored in the designated location?			
	10. Are all items stored in the designated manner?			
4S: STANDARDIZE	1. Are all items stored in the designated area?			
	2. Are all items stored in the designated container?			
	3. Are all items stored in the designated location?			
	4. Are all items stored in the designated manner?			
	5. Are all items stored in the designated way?			
	6. Are all items stored in the designated place?			
	7. Are all items stored in the designated area?			
	8. Are all items stored in the designated container?			
	9. Are all items stored in the designated location?			
	10. Are all items stored in the designated manner?			
5S: SUSTAIN	1. Are all items stored in the designated area?			
	2. Are all items stored in the designated container?			
	3. Are all items stored in the designated location?			
	4. Are all items stored in the designated manner?			
	5. Are all items stored in the designated way?			
	6. Are all items stored in the designated place?			
	7. Are all items stored in the designated area?			
	8. Are all items stored in the designated container?			
	9. Are all items stored in the designated location?			
	10. Are all items stored in the designated manner?			
6S: SAFETY	1. Are all items stored in the designated area?			
	2. Are all items stored in the designated container?			
	3. Are all items stored in the designated location?			
	4. Are all items stored in the designated manner?			
	5. Are all items stored in the designated way?			
	6. Are all items stored in the designated place?			
	7. Are all items stored in the designated area?			
	8. Are all items stored in the designated container?			
	9. Are all items stored in the designated location?			
	10. Are all items stored in the designated manner?			
TOTAL SCORE OF 6S LEVEL: 0 / 30 = 0 %				

5S Audit Form with four orange arrows pointing to the 'Sort', 'Set in Order', 'Shine', and 'Standardize' sections, indicating the inclusion of pictogram and ergonomics questions.

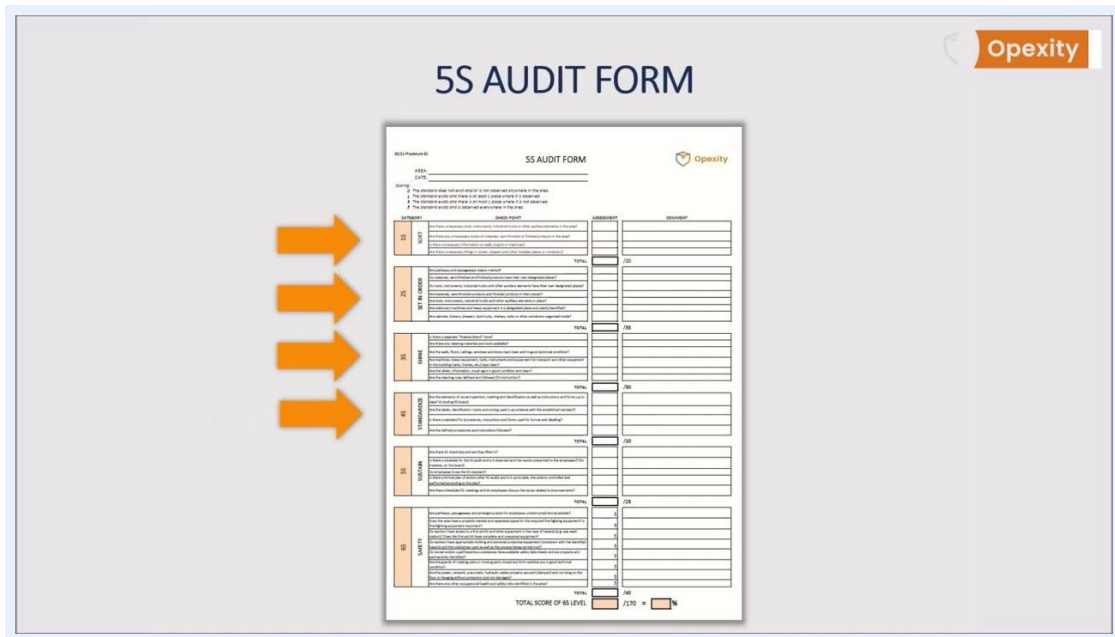
Add the following safety checkpoint to the Sustain section:

Checkpoint	Specification	Scoring (tolerance)	Method
Have any additional security risks been identified since the last audit?	None outstanding, or documented and addressed	0 / 1 / 3 / 5	Records review

5S Audit Form with five orange arrows pointing to all five sections – 'Sort', 'Set in Order', 'Shine', 'Standardize', and 'Sustain' – showing comprehensive safety integration.

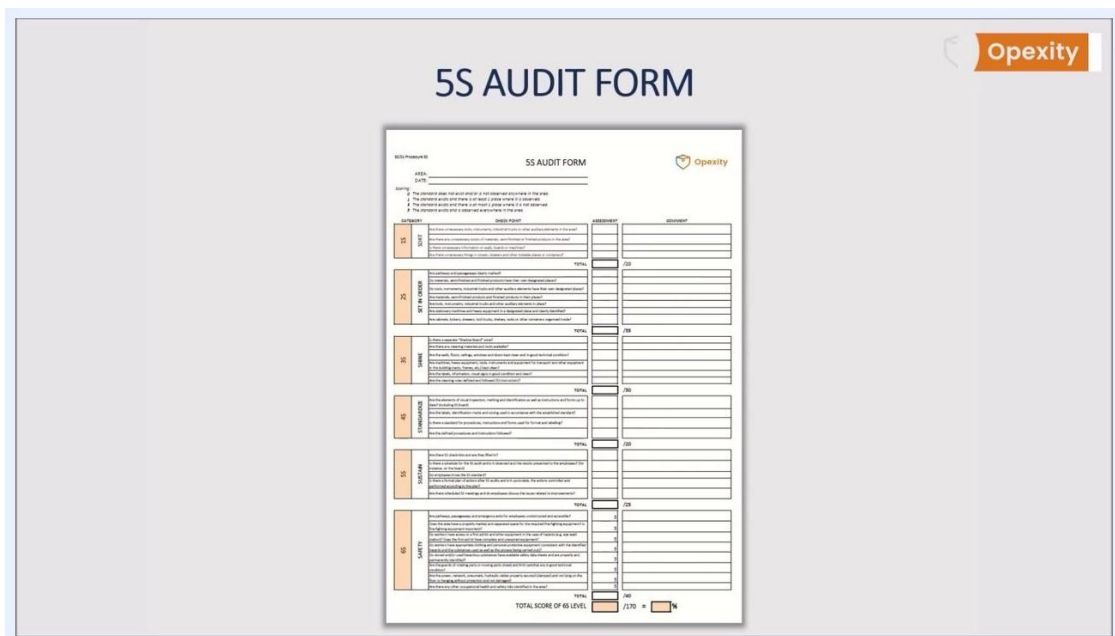
Extending to a dedicated 6S Safety section

Organizations aiming for higher safety standards may adopt the 6S system, which adds a dedicated Safety pillar to the traditional 5S methodology.



The image shows a slide titled "5S AUDIT FORM" with the Opexity logo in the top right corner. The slide contains a detailed 5S Audit Form. To the left of the form, four orange arrows point downwards, indicating a transition or progression. The form itself is titled "5S AUDIT FORM" and includes a header with the Opexity logo. It is divided into sections for 5S (Sort, Set in Order, Shine, Standardize, Sustain) and a new 6S section labeled "6S SAFETY". Each section contains a list of audit items with checkboxes and a corresponding score. The 6S section is highlighted with a yellow background. The form also includes a "TOTAL SCORE OF 6S LEVEL" section at the bottom.

Blank slide with the "5S AUDIT FORM" title and Opexity logo, signaling a transition to discussing the 6S system.



The image shows a slide titled "5S AUDIT FORM" with the Opexity logo in the top right corner. The slide contains a detailed 5S Audit Form, identical to the one in the previous image, but without the orange arrows. The form is titled "5S AUDIT FORM" and includes a header with the Opexity logo. It is divided into sections for 5S (Sort, Set in Order, Shine, Standardize, Sustain) and a new 6S section labeled "6S SAFETY". Each section contains a list of audit items with checkboxes and a corresponding score. The 6S section is highlighted with a yellow background. The form also includes a "TOTAL SCORE OF 6S LEVEL" section at the bottom.

5S Audit Form displayed again without arrows, reinforcing the comprehensive integration of safety and ergonomics into all sections.

Under this approach, the form is extended with a sixth section labeled Safety, alongside Sort, Set in Order, Shine, Standardize, and Sustain, each with its own checkpoints, assessment, and comment columns.

The image shows a 5S Audit Form titled "5S AUDIT FORM" with the Opexity logo in the top right corner. The form is divided into six sections, each with a vertical label on the left: SORT, SET IN ORDER, SHINE, STANDARDIZE, SUSTAIN, and SAFETY. Each section contains a list of checkpoints, a column for assessment (YES/NO), and a column for comments. The form also includes a "TOTAL SCORE OF 6S LEVEL" section at the bottom right, which shows a score of 100 out of 100.

5S Audit Form with six sections labeled vertically on the left: Sort, Set in Order, Shine, Standardize, Sustain, and Safety, each with checkpoints, assessment, and comment columns.

The image shows the same 5S Audit Form as above, but with an orange arrow pointing to a new section at the bottom labeled "6S SAFETY". This section contains a list of checkpoints, a column for assessment (YES/NO), and a column for comments. The form also includes a "TOTAL SCORE OF 6S LEVEL" section at the bottom right, which shows a score of 100 out of 100.

5S Audit Form with an orange arrow pointing to the new "6S Safety" section at the bottom of the form.

The dedicated 6S Safety section includes the following checkpoints:

Checkpoint	Specification	Scoring (tolerance)	Method
Are pathways, passageways, and emergency exits for employees unobstructed and accessible?	Unobstructed and accessible	0 / 1 / 3 / 5	Visual audit
Does the area have a properly marked and separated space for required fire-fighting equipment?	Marked and separated	0 / 1 / 3 / 5	Visual audit
Do workers have access to a first aid kit and other hazard equipment (e.g., eye wash station)?	Accessible	0 / 1 / 3 / 5	Visual audit
Do workers have appropriate clothing and personal protective equipment?	Provided and used	0 / 1 / 3 / 5	Visual audit
Are hazardous substances properly identified and stored?	Identified and stored correctly	0 / 1 / 3 / 5	Visual audit
Are guards of rotating or moving parts closed and in good technical condition?	Closed, good condition	0 / 1 / 3 / 5	Visual audit

Are power, network, pneumatic, and hydraulic cables properly secured and not damaged?	Secured, undamaged	0 / 1 / 3 / 5	Visual audit
Are there any other occupational health and safety risks identified in the area?	None outstanding	0 / 1 / 3 / 5	Visual audit

Close-up overlay of the "6S Safety" section listing detailed safety checkpoints and scoring columns, with the main form visible in the background and an orange arrow pointing to the safety section.

Acceptance Criteria

Each checkpoint is scored using the 0 / 1 / 3 / 5 scale defined above, where 0 indicates the standard does not exist or is not observed anywhere, and 5 indicates the standard exists and is observed everywhere in the area. Each section (Sort, Set in Order, Shine, Standardize, Sustain, and, where used, Safety) has its own total score box, with Set in Order capped at 35 points, Shine at 30 points, Standardize at 20 points, and Sustain at 25 points. The form also includes a summary area for the overall total score and percentage.

All six sections — Sort, Set in Order, Shine, Standardize, Sustain, and Safety — must be completed during each audit cycle, with scores totaled and comments provided where necessary. The source material does not specify a single organization-wide pass/fail percentage threshold; disposition rules for what constitutes an acceptable overall score should be defined by the organization applying this checklist.

The image displays three overlapping versions of the '5S AUDIT FORM' by Opexity. The top version shows the full form with sections for '5S' and '6S SAFETY'. The middle version is a close-up of the '6S SAFETY' section, highlighting questions about safety equipment, first aid, and hazard identification. The bottom version is another close-up of the '6S SAFETY' section, showing a scoring table with a total score of 40. An orange arrow points from the bottom version to the middle version.

Close-up of the "6S Safety" section, reinforcing the importance of completing the new safety questions.

Non-Conformance Handling

When a checkpoint scores below the maximum (0, 1, or 3), record the finding in the comments column for that checkpoint so it is documented against the relevant area and date. Results of the audit — including any non-conformances — should be presented to employees, for example by posting them on a board, so that staff are aware of the outcomes and any necessary actions.

There should be a formal, up-to-date plan of actions arising from each 5S audit, with those actions controlled and performed according to the plan. During the Sustain (and, where applicable, Safety) sections, confirm whether any additional security risks have been identified since the last audit and ensure they are addressed as part of this action plan. Scheduled 5S meetings are the forum where employees discuss issues related to improvements and follow up on outstanding non-conformances.

Record Keeping

The completed 5S Audit Form must carry the AREA and DATE identification fields at the top, along with the scoring guide, so every record is traceable to a specific place and time. The ideal form fits on a single A4 page, keeping it easy to read, transparent, and understandable for all employees.

The image displays three overlapping versions of the 5S Audit Form. The top form is the main '5S AUDIT FORM' with fields for AREA, DATE, and a scoring guide. The middle form is the '5S SUSTAIN' section, which includes questions about check-lists, schedules, employee knowledge, and formal plans. The bottom form is the '5S SORT' section, which includes questions about sorting criteria and implementation. All forms have assessment and comment columns.

Full-page 5S Audit Form with all sections visible — Sort, Set in Order, Shine, Standardize, Sustain, and Safety — with assessment and comment columns.

Also confirm whether all employees are trained in the applicable 5S standards, and record any suggestions employees offer for improving the area; use the form to track whether those suggestions are subsequently implemented.

After completing the audit, ensure all sections are filled out, scores are totaled, and comments are provided where necessary, then use the completed form to identify areas for improvement and track progress over time. The source material does not specify a retention period for completed forms; this should be defined according to the organization's own documentation control requirements.

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 insured?

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

QUESTION	YES	NO	SCORE
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 insured?			5
Do workers have access to a first aid kit and other equipment in the case of hazards (e.g. eye wash stations)? Does the first aid kit have complete 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 process 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

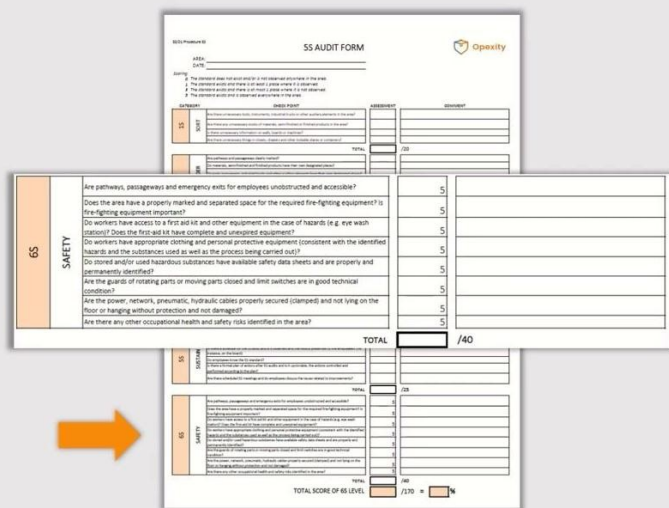
TOTAL SCORE OF 6S LEVEL 40 / 40 = 100 %

A completely blank white slide, marking the conclusion of the audit documentation process.

For further information or downloadable templates, additional resources are available from Opexity.



5S AUDIT FORM



5S AUDIT FORM

5S Principles

Audit

Findings

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 inspected? 5

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? 5

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? 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 50 /40

TOTAL SCORE OF 6S LEVEL 40 /30 = 133%

Opexity logo and slogan "Study better, not harder!" centered on a white background, with the logo featuring a stylized shield in orange and teal.



The website address "www.opexity.com" centered on a plain white background as a resource for further information.



The website address "www.opexity.com" centered on a plain white background, reinforcing the resource for further information.