

5S Check Sheet	#	Inspection Topics	YES	NO	Observations, comments, improvement suggestions
SORT	1	Are all unserviceable items removed from the immediate work environment?			
	2	Are all inadequate raw materials, semi-finished products and/or waste properly disposed of and away from the immediate work environment?			
	3	Are all unused tools, spare parts and/or materials properly stored away from the immediate work environment?			
	4	Are all frequently used objects sorted, arranged, stored and labeled?			
	5	Does the current inventory or in-process inventory reflect only required materials and/or parts?			
STRAIGHTEN	1	Are all access aisles, storage areas, working places and equipment clearly marked and defined?			
	2	Are all electronic files organized in an efficient, easy to find data/file system?			
	3	Are all tools, devices and instruments properly organized in regular or special designated areas?			
	4	Are all fire extinguishers, walkways and exits clear of obstacles?			
	5	Are all shelves labeled for item location, quantities and weight (if applicable)?			
SHINE	1	Are all tools/equipment clean and properly stored/shut down on a daily basis?			
	2	Are all machines, work stations, floors, walls and surfaces clean, free from clutter and properly maintained?			
	3	Is all lighting within the classroom/lab environment clean and in working order?			
	4	Are designated work areas properly marked within the classroom/lab areas?			
	5	Is cleaning completed daily and recorded on a cleaning check sheet?			
STANDARDIZE	1	Do all workplace areas have adequate lighting and/or ventilation?			
	2	Do all employees actively participate in continuous improvement efforts (5S team, idea boards, root cause for variation, safety workshops, updated on SW, etc.)?			
	3	Are 5S standard procedures written, clear, and actively used?			
	4	Are all 5S standards reviewed to create clear improvement plans for work areas?			
	5	Is there a documented process in place to ensure unnecessary items do not "creep" back into the work area?			
SUSTAIN	1	Is a daily cleaning check sheet in place and up-to-date?			
	2	Are all daily cleaning/maintenance reports completed and on file?			
	3	Have Sort-Straighten-Shine-Standardize been fully implemented and functioning well? Are past audits posted and used for improvement?			
	4	Have all employees been adequately trained in 5S standard procedures?			
	5	Are all 5S procedures up-to-date and regularly reviewed?			
<b>TOTAL:</b>					<b>YES = 4 pts. / NO = 0 pts.</b>