5S AUDIT SCORECARD

CREATIVE safety supply

| Date | | Area | | Audit by | |

| Date of Last Audit | | Score of Last Audit | |

| 0 NO EFFORT | 1 SLIGHT EFFORT | 2 MODERATE EFFORT | 3 AVERAGE RESULTS | 4 ABOVE AVERAGE | 5 GREAT RESULTS! |

AUDIT SCORE

	SORT	SET IN ORDER	SHINE	STANDARDIZE	SUSTAIN	TOTAL
TOTAL SCORE (A)						
# OF QUESTIONS (B)	6	11	10	7	5	39
AVERAGE SCORE (C)						

To determine score, add score of all questions in each category and write that number in the Total Score field below each category (A). Divide this number by the Number of Questions in the category (B) and you will get the Average score of each category (C). Add the numbers from each category together and you will find the Total Score and finally, the Total Average Score, which should be used as the final score for this Audit.

QUESTIONS

SORT

Eliminate all the things in the workspace that are not being used and store them away.

		SCORE
1	Only the required **EQUIPMENT** is present in the area. All obsolete, broken or unnecessary equipment not required for current projects are removed from the area or red tagged for removal.	
2	Only the required **TOOLS** are present in the area. Tools not required for current projects are removed from the area or red tagged for removal.	
3	Only the required **FURNITURE** is present in the area. All obsolete, broken or unnecessary workbenches, shelves, chairs, lockers, etc. not required for current projects are removed from the area or red tagged for removal.	
4	Only the required **SPARE PARTS** and **MATERIALS** are present in the area. Items not required for current projects are removed from the area or red tagged for removal.	
5	Only the required **PAPERWORK** is present in the area. Outdated or unnecessary memos, instructions, reports, posters, etc. are removed from the area.	
6	All **TRIPPING HAZARDS** such as electrical wires and equipment cables are removed from all working, standing, and walking areas.	
	'SORT' TOTAL SCORE	

0	1	2	3	4	5
NO EFFORT	SLIGHT EFFORT	MODERATE EFFORT	AVERAGE RESULTS	ABOVE AVERAGE	GREAT RESULTS!

SET IN ORDER

Arrange the items used on a daily basis so that they can be easily accessed and quickly stored.

		SCORE
1	**EQUIPMENT/MACHINERY** is clearly identified (numbered, named, color coded, etc.) and placed in a properly identified location. Critical maintenance points are clearly marked.	
2	**TOOLS** have a designated storage area that is within reach of the user/operator. The location is properly labeled and a system is in place to identify tools that are absent (shadowboard, etc.).	
3	When applicable, **FURNITURE** is clearly identified (numbered, named, color coded, etc.) and placed in a properly identified location.	
4	Locations for **CONTAINERS, WIP's, BOXES, BINS, etc.** are clearly defined via signs or marked/taped lines and properly labeled.	
5	**PAPERWORK** is properly labeled and has a clearly identified location that is away from work surfaces.	
6	Work areas requiring **PERSONAL PROTECTIVE EQUIPMENT (PPE)** are clearly marked (floor tape, safety signs/labels, etc.)	
7	**STOP SWITCHES AND BREAKERS** are highly visible and located for easy access in case of emergency.	
8	**FIRE HOSES, FIRE EXTINGUISHERS** and other emergency equipment are prominently displayed and are unobstructed.	
9	**FLOORS/AISLES** are clearly marked; forklift lanes, exits, dangerous areas, paths of egress, walkways, aisles, etc. are all marked with visible lines (floor tape/floor paint).	
10	Working conditions are **ERGONOMICALLY FRIENDLY**- Tools and other items needed for daily work are stored at appropriate heights, anti-fatigue mats are in place where applicable, related safety signage is displayed clearly, etc.	
11	The workplace layout accommodates **EASY UNOBSTRUCTED EXIT** in case of emergency. The emergency exit route is posted in a conspicuous location for all to see.	
	'SET IN ORDER' TOTAL SCORE	

SHINE

Everything is cleaned and functioning properly.

		SCORE
1	All **TOOLS** are kept clean and in good working order. When possible, tools are stored in a manner to keep them clean and free from risk of damage.	
2	**WORK SURFACES** (Machines, workbenches, dies, and other equipment including electrical boxes) are kept clean and painted.	
3	**WALLS, PARTITIONS, RAILS, ETC.** are kept clean and painted.	
4	**FLOORS** are free from dirt, debris, oil, parts, hardware, empty boxes, etc. and all drains (if applicable) are clear of debris and clogs.	

0	1	2	3	4	5
NO EFFORT	SLIGHT EFFORT	MODERATE EFFORT	AVERAGE RESULTS	ABOVE AVERAGE	GREAT RESULTS!

SHINE (cont.)

Everything is cleaned and functioning properly.

		SCORE
5	**PAPERWORK** is not torn, and is kept clean and protected from dirt and other contaminants.	
6	**CONTAINERS, BOXES, BINS, ETC.** are clean and not cracked, torn, or otherwise damaged. When stored, they are neatly stacked in their correct location.	
7	All **PERSONAL PROTECTIVE EQUIPMENT (PPE)** is maintained in a sanitary and reliable condition and is properly stored in an easily accessible and labeled location when not in use.	
8	All **CLEANING EQUIPMENT** is neatly stored and is readily available when needed.	
9	All **EQUIPMENT SAFETY**-related warnings, signs, labels, floor lines, etc. are all clean, easy to read, not torn or damaged, and provide adequate protection.	
10	There is a posted **SCHEDULE** showing times, frequency, and responsibilities to clean areas of the workplace such as windows, corners, walls, doors, tops of cabinets, etc.	
	'SHINE' TOTAL SCORE	

STANDARDIZE

Develop a routine for sorting, setting, and shining.

		SCORE
1	**TOOLS, EQUIPMENT, PAPERWORK, FURNITURE, ETC** is stored neatly in designated areas and are returned to their proper homes immediately after use.	
2	Equipment **MAINTENANCE RECORDS** are visible and clearly state when maintenance last occurred.	
3	**PRODUCT WASTE** (shavings, containers, liquids, wrappers, etc.) is consistently and regularly cleaned up and removed from the workplace.	
4	**PREVENTATIVE MEASURES** have been implemented to ensure the workplace meets 5S guidelines (e.g. systems that do not allow waste to accumulate such as containers to collect product debris from machines)	
5	The **WORK ENVIRONMENT** satisfies the requirements of the work being performed- Lighting brightness and color, temperature, air flow and quality, etc.	
6	The **RESULTS OF THE PREVIOUS AUDIT** are posted and clearly visible for the entire team.	
7	**AREAS FOR IMPROVEMENT** identified during the previous audit have been addressed and completed.	
	'STANDARDIZE' TOTAL SCORE	

	0 NO EFFORT	1 SLIGHT EFFORT	2 MODERATE EFFORT	3 AVERAGE RESULTS	4 ABOVE AVERAGE	5 GREAT RESULTS!

SUSTAIN

Create a culture that follows the steps of 5S on a daily basis.

		SCORE
1	A member of **MANAGEMENT** has participated in a 5S activity such as an audit or other activity within the past 3 audit periods.	
2	**RECOGNITION** is given to teams who get involved in 5S activities.	
3	**TIME AND RESOURCES** are allocated to 5S activities (e.g. designated daily/weekly clean-up time, 5S Team Leader).	
4	All operators, team leaders, supervisors, etc. are assigned **5S ACTIVITIES** to be completed at least once a week.	
5	The team took the **INITIATIVE** to make improvements to the workplace that were <u>NOT</u> identified during the last audit.	
	'SUSTAIN' TOTAL SCORE	

NOTES

a)

b)

c)

d)

e)

f)

Questions? Looking for 5S tools? Call us today: (866) 777-1360 or visit www.creativesafetysupply.com