

# 5S Checklist

**Score**

Excellent = 5

Good = 4

Needs Improvement = 3

Poor = 2

Unacceptable = 1

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Evaluator: \_\_\_\_\_

5S	Task	Owner	Evaluation
<b>SORT</b> Keep only what is needed; remove what is not needed	Unnecessary items removed from work area?		
	Supplies cluttering work areas or aisles?		
	Spills or safety hazards?		
<b>SET IN ORDER</b> Arrange essential items for easy access	Cabinets, files, bins, shelves clearly labeled?		
	Designated storage locations marked and obvious?		
	Items can be located immediately?		
	Supplies maintained and labeled?		
	Walkways designated with yellow floor markings?		
<b>SHINE</b> Keep areas clean and tidy	Floors, work surfaces and equipment free of dirt, oil, water and grease?		
	Cleaning performed regularly?		
	Spills properly addressed?		
	All tools clean and properly stored?		
	Tools cleaned on a regular basis?		
	Cleaning materials easily accessible?		
<b>STANDARDIZE</b> Maintain and improve standards and guidelines	Documentation of standard procedures/instructions is visible?		
	Materials are stored and handled according to standard procedures?		
	Tools and equipment maintained, calibrated, tested and operated according to standard procedures?		
	The right tool is used at the right time?		
	New methods are continually proposed and tested – how many items can't be located in 30 seconds?		
	Are improvement ideas being acted on?		
<b>SUSTAIN</b> Adhere to the established standards	Is everything in its place?		
	All 5S communications and feedback displayed in each area?		
	Are employees adequately trained in standard procedures?		