



5S Workplace Audit

Sort, Set, Shine, Standardize, Sustain scoring for cells and workstations — with photo-ready findings.

PLANT / AREA

CELL / WORKSTATION

AUDITOR

DATE

TEAM LEAD

1. Sort (Seiri)

Only needed items present ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Red-tag process followed ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SORT COMMENTS

2. Set in order (Seiton)

Tools / materials have defined locations ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Shadow boards / labels clear ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Aisles and min/max levels respected ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. Shine (Seiso)

Workstation clean; no leaks or swarf buildup ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Cleaning ownership / schedule evident ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. Standardize & sustain

Standards posted and followed ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Audit cadence / visual management sustained ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

TOTAL SCORE (SUM)

 /40

TOP 3 IMPROVEMENT ACTIONS

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	