

The 5S Checklist for Ensuring a Lean Workplace

Sort, Set-in-Order, Shine, Standardize, Sustain

Purpose: To audit administrative areas in accordance with the 5S methodology to ensure the workplace is organized and meets company standards.

Person Responsible: The workplace owner or a member of the Continuous Improvement Process (CIP) team.

Audit Date & Time	
Department	
Workplace Owner	
Team Leader	
CIP Team Member	

Instructions:

1. For every 'S', read each statement carefully and enter the score according to the description below.
2. The score for each 'S' section will be calculated automatically.
3. All the S scores will be added together automatically to provide a Total Score for 5S.
4. Review the total score with the workplace owner, team leader, and CIP team member as appropriate.

Lean Workplace Organisation:

- A: Anything needed hourly should be within easy reach on the desk.
 B: Anything needed daily should be placed below the desk.
 C: Anything needed weekly should be placed in a cupboard or on a shelving unit.
 D: Anything needed only monthly, quarterly or yearly should be stored centrally or discarded.

Score Description:

- 5 = No deviations identified
- 4 = One deviation identified
- 3 = Two deviations identified
- 2 = Three deviations identified
- 1 = Four deviations identified
- 0 = More than four deviations identified

Sort <i>Only what is required, in the quantity required</i>	1. Is the area clear of unnecessary equipment, tools, computers, etc.?	
	2. Are there unnecessary items on walls, bulletin boards, or in aisles etc.?	
	3. Is the area clear of excess personal items?	
	4. Are any unnecessary inventory, supplies, parts, or materials present?	
	5. Are there any safety hazards (water, chemicals, machines) present?	
	Total: Sort (max. 25 points)	
Set-in-Order <i>A place for everything and everything in its place</i>	1. Are equipment, computers and instruments located in their correct place?	
	2. Are necessary lab supplies properly identified by location and labelled?	
	3. Are aisles, workstations and equipment locations clearly indicated/marked?	
	4. Are visual indicators present to identify current work?	
	5. Are items put away immediately after use?	
	Total: Set-in-Order (max. 25 points)	
Shine <i>Everything clean, everything working</i>	1. Are floors, walls, stairs, surfaces, computers and keyboards free of dirt, grime and dust?	
	2. Are trash containers emptied on a regular basis?	
	3. Are labels, signs, etc. clean and unbroken?	
	4. Are desktops, benches, safety cabinets, and storage and washing areas organized?	
	5. Are cleaning materials easily accessible?	
	Total: Shine (max. 25 points)	
Standardize <i>One way of working, everywhere</i>	1. Can the employee explain the value of 5S?	
	2. Are necessary SOPs, important information, and workflows easily available?	
	3. Is the display board up-to-date?	
	4. Do SOPs for cleaning, working, testing, maintenance, first-defect-stop, etc. exist?	
	5. How many items cannot be located in less than 30 seconds?	
	Total: Standardize (max. 25 points)	
Sustain <i>Do it right, always</i>	1. Are performance KPIs displayed for all to see?	
	2. How many employees have not yet undergone 5S training or any necessary re-training?	
	3. Is everyone's role clearly defined and are skills up-to-date?	
	4. Has 5S been adopted as a daily routine?	
	5. When was last 5S audit performed (at least every two months)?	
	Total: Sustain (max. 25 points)	

TOTAL SCORE for 5S (max. 125 points)

Interpretation of Total Score:

- 100 - 125** Outstanding! Strong 5S culture already in place
- 75 - 99** Solid 5S implementation but with room for improvement
- < 75** Significant potential for improvement

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