FREE 5S AUDIT TEMPLATE

5S Audit Checklist

Use this 60-point checklist to audit Sort, Set in Order, Shine, Standardize, Sustain, red tagging, storage, visual controls, cleaning, equipment abnormalities, workplace discipline, corrective actions, and final sign-off.

Site / area	Audit date	Shift / process	Auditor / area owner

1. Audit setup, 5S scope, work area, scoring rules, ownership, and previous findings

1 Confirm the site, department, work area, audit date, auditor, area owner, shift, process, and boundaries included in the 5S audit.

5S AUDIT

AUDITOR / OWNER Enter | DATE / TIME Enter | SIGN-OFF Sign

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

2 **Verify the team is using the current 5S standard, area map, visual references, red-tag process, cleaning responsibilities, audit criteria, and scoring method.** CRITICAL

5S AUDIT

Pillar / Area	Expected	Observed	Owner	Action

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

3 Review previous 5S scores, red-tag items, repeat findings, housekeeping issues, equipment concerns, open corrective actions, and unresolved ownership gaps.

5S AUDIT

Pillar / Area	Expected	Observed	Owner	Action

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

4 **Confirm each audit point is assigned to the correct 5S pillar: Sort, Set in Order, Shine, Standardize, or Sustain.** CRITICAL

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

5 **Define critical findings for the area, such as blocked emergency access, unstable storage, uncontrolled spills, unsafe clutter, or another condition requiring immediate correction.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

6 Assign ownership for sorting, storage locations, labeling, cleaning, inspection, standards, training, audit follow-up, and corrective-action closure.

5S AUDIT

Pillar / Area	Expected	Observed	Owner	Action

Execution tip: Define the audit boundary before scoring. A 5S score is meaningful only when the same work area and standard are being reviewed consistently over time.

2. Sort: remove unnecessary items, excess materials, obsolete stock, clutter, and unused equipment

7 **Inspect the work area for tools, materials, documents, containers, fixtures, equipment, supplies, packaging, or personal items that are not required for current work.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

8 Separate frequently used items from rarely used, obsolete, damaged, duplicated, expired, or unidentified items.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

9 Check excess inventory, work-in-progress, spare parts, consumables, stationery, samples, or backup equipment against approved quantities or practical need.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

10 Verify aisles, workstations, shelves, cabinets, floors, corners, and shared spaces are not being used as uncontrolled storage areas.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

11 Confirm damaged, obsolete, expired, or unusable items are identified and removed from normal storage rather than being left mixed with usable stock.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

12 **Record unnecessary items, excessive quantity, duplicated tools, unidentified materials, obsolete stock, or clutter that should be removed or reviewed.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Sort is not simply throwing things away. The goal is to remove what is unnecessary for current work and make a deliberate decision about everything else.

3. Sort: red tagging, quarantine, disposition, decision ownership, and removal follow-up

13 **Verify questionable or unnecessary items are red-tagged or otherwise identified using the approved 5S disposition process.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

14 Check each red-tagged item records the item, location, reason, owner, date, disposition decision, and target completion date where required.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

15 Confirm red-tag or quarantine areas are clearly defined, controlled, and not becoming permanent storage for undecided items.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

16 Review overdue red-tag items and verify decisions are being made to keep, relocate, repair, return, recycle, dispose, or otherwise resolve them.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

17 Confirm items approved for retention have a justified need and an assigned storage location instead of returning to uncontrolled clutter.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

18 **Record red-tag backlog, missing disposition decisions, unclear ownership, repeated reappearance of removed items, or other Sort-control failures.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: A red-tag area should be temporary. Track decisions and due dates so uncertainty does not become a new form of permanent clutter.

4. Set in Order: designated locations, labels, addresses, boundaries, and visual identification

19 **Verify every frequently used tool, material, document, consumable, container, and piece of equipment has a defined storage or use location.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

20 Check shelves, racks, drawers, cabinets, bins, floor zones, parking positions, shadow boards, and storage addresses are clearly identified where useful.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

21 Confirm labels, names, numbers, color codes, floor markings, arrows, photos, or other visual controls are legible, current, consistent, and easy to understand.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

22 Verify storage locations match item size, weight, frequency of use, safety needs, and the workflow of the area.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

23 Check frequently used items can be found, used, and returned without unnecessary searching, reaching, walking, or handling.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

24 **Record missing labels, unclear locations, poor visual controls, mixed storage, items outside designated positions, or other Set-in-Order gaps.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: A good location should answer three questions quickly: what belongs here, how much belongs here, and what does the correct condition look like?

5. Set in Order: workflow, point-of-use storage, accessibility, replenishment, and return-to-place discipline

25 **Observe whether tools, materials, documents, and supplies are stored close to the point of use where practical and appropriate.** CRITICAL

5S AUDIT

AREA / ITEM Enter	STANDARD Enter	STATUS Record

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

26 Check the arrangement supports the normal sequence of work and minimizes avoidable motion, searching, transport, and backtracking.

5S AUDIT

AREA / ITEM Enter	STANDARD Enter	STATUS Record

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

27 Verify minimum and maximum quantities, reorder signals, kanban positions, refill levels, or other replenishment controls are used where the process requires them.

5S AUDIT

AREA / ITEM Enter	STANDARD Enter	STATUS Record

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

28 **Confirm shared tools, carts, cleaning equipment, gauges, keys, devices, and frequently moved items have an obvious home position and return process.** CRITICAL

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

29 **Check access to emergency equipment, electrical panels, exits, first-aid resources, safety controls, or maintenance access is not obstructed by storage or layout choices.** CRITICAL

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

30 **Record poor point-of-use storage, inefficient layout, missing replenishment signals, items not returned to place, or access routes blocked by stored items.** CRITICAL

5S AUDIT

Pillar / Area	Expected	Observed	Owner	Action

Execution tip: Set in Order should improve flow, not just appearance. Store frequently used items where people can retrieve and return them with minimal wasted motion.

6. Shine: cleaning standards, housekeeping, ownership, frequency, and visible condition

31 **Inspect floors, work surfaces, equipment exteriors, shelves, racks, storage areas, walls, corners, windows, fixtures, and shared touchpoints for cleanliness.** CRITICAL
5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

32 Verify cleaning responsibilities, frequencies, methods, tools, and expected standards are defined for the area.
5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

33 Check cleaning supplies, tools, waste containers, spill materials, and housekeeping equipment are available, organized, labeled, and stored correctly.
5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

34 Confirm waste, scrap, packaging, dust, debris, leaks, residues, unused materials, and other contamination are removed according to the expected routine.
5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

35 Verify difficult-to-reach areas, under-equipment spaces, high surfaces, corners, drains, and seldom-used zones are included rather than repeatedly skipped.
5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

36 **Record dirty surfaces, recurring debris, overflowing waste, unavailable cleaning tools, missed cleaning frequencies, or other Shine failures.** CRITICAL
5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Shine should leave the area ready for work, not merely visually tidy. Include hidden surfaces, waste points, cleaning tools, and recurring contamination sources.

7. Shine: cleaning as inspection, equipment condition, leaks, defects, abnormality detection, and source elimination

37 **Use cleaning activity to inspect equipment, fixtures, utilities, storage, and work areas for leaks, wear, looseness, damage, corrosion, vibration, or abnormal conditions.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

38 Check oil, water, dust, product, scrap, packaging, or other recurring contamination sources are identified rather than repeatedly cleaned without root-cause action.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

39 Verify equipment guards, covers, casings, wheels, hoses, cables, handles, fasteners, and visible components are in normal condition where included in the area.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

40 **Confirm abnormal conditions are tagged, reported, isolated, repaired, or assigned for follow-up according to the site process.** CRITICAL

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

41 **Check temporary repairs, drip trays, improvised barriers, taped labels, damaged fixtures, or recurring workarounds are not being accepted as the permanent 5S standard.** CRITICAL

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

42 **Record recurring leaks, equipment damage, abnormal wear, uncontrolled contamination, unresolved defects, or cleaning-related findings requiring maintenance or process action.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Use cleaning to find abnormalities. Leaks, loose parts, wear, corrosion, and repeated dirt often reveal maintenance or process issues before they become failures.

8. Standardize: visual standards, photos, checklists, color coding, SOPs, and common methods

43 **Verify the area has clear visual standards showing the expected condition for storage, labels, floor markings, workstations, tools, cleaning, and other key 5S controls.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

44 Check standard photos, diagrams, shelf maps, shadow-board layouts, floor plans, labels, and work-area references match the current approved arrangement.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

45 Confirm recurring 5S tasks are built into checklists, cleaning schedules, shift routines, standard work, or other operating controls rather than relying on memory.

5S AUDIT

AREA / ITEM Enter | STANDARD Enter | STATUS Record

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

46 Verify color coding, naming conventions, label formats, red-tag rules, floor markings, and other visual methods are applied consistently across similar areas.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

47 Check temporary changes, new equipment, process changes, relocated items, or revised workflows trigger updates to the documented 5S standard.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

48 **Record outdated visual standards, inconsistent labels, missing routines, undocumented changes, or different methods being used for the same type of area.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Standardize the best known condition with visuals and routines. If the expected state exists only in one supervisor's head, the area will drift quickly.

9. Sustain: employee understanding, daily discipline, leadership checks, audit rhythm, and behavioral consistency

49 **Ask employees to explain the basic 5S expectations for their work area and where items, cleaning responsibilities, and abnormality-reporting rules are defined.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

50 Observe whether employees return tools and materials to their designated locations without waiting for an audit or special cleanup event.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

51 Check routine 5S checks, team huddles, supervisor walks, area-owner reviews, or other sustainment activities happen at the expected frequency.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

52 Verify leaders address repeat 5S failures, overdue actions, deteriorating visual controls, recurring clutter, and poor housekeeping instead of resetting the area only before audits.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

53 Confirm new employees, temporary workers, contractors, or transferred staff receive the 5S orientation needed for the area they use.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

54 **Record weak ownership, inconsistent habits, missed routine checks, unclear expectations, repeat disorder, or other Sustain gaps affecting long-term performance.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Sustain is visible in everyday behavior. The strongest sign is that order and cleanliness remain in place even when no audit is scheduled.

10. Evidence, scoring, corrective actions, trends, management review, and final sign-off

55 **Capture clear evidence for material findings, including wide-area photos, item locations, labels, red tags, storage conditions, cleaning issues, equipment abnormalities, or corrected-state proof as appropriate.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.

56 Score each 5S pillar consistently and distinguish isolated minor findings from recurring or critical conditions that materially affect safety, flow, quality, or operational control.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.

57 Record every failed check with the exact area, expected standard, observed condition, likely cause, responsible owner, and immediate correction completed where possible.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.

58 Assign corrective actions to named area, operations, maintenance, facilities, quality, safety, warehouse, or support owners with priority, due date, evidence requirement, and escalation route.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.

59 Trend repeat findings by 5S pillar, work area, team, shift, root cause, overdue action, and recurring item so structural problems become visible.

5S AUDIT

Compliant | Needs action | Gap | N/A

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.

60 **Record the final 5S audit score, pillar-level scores, unresolved critical issues, open actions, next review date, auditor, area owner, manager, date, time, and sign-off.** CRITICAL

5S AUDIT

Compliant | Needs action | Critical | PHOTO Add

Execution tip: Do not stop at the overall score. Pillar-level trends and repeat findings reveal whether the real problem is sorting, layout, cleaning, standards, or discipline.