



5S (Sort, Set in Order, Shine, Standardize, Sustain) Checklist

Sort (Seiri) - Eliminate Unnecessary Items

This section focuses on identifying and removing items from the workspace that are not needed for current operations. Red Tagging is a key tool here.

Description of Item

Write something...

Quantity of Item

Enter a number...

Necessity Level (Essential, Necessary, Optional, Unnecessary)

- ☐ Essential
- ☐ Necessary
- ☐ Optional
- ☐ Unnecessary

Date Item Last Used

Enter date...

Photo of Item (for identification)

 Upload File

Disposition of Unnecessary Item (Recycle, Scrap, Donate, Sell)

- ☐ Recycle
- ☐ Scrap
- ☐ Donate
- ☐ Sell

Reason for Red Tagging (if applicable)

Write something...

Storage Location of Red-Tagged Item

 Set My Current Location



Set in Order (Seiton) - Organize Remaining Items

This section focuses on arranging the remaining necessary items in a logical and accessible manner. 'A place for everything and everything in its place' is the mantra.

Storage Location for Frequently Used Tools

 [Set My Current Location](#)



Minimum Quantity of [Specific Part/Material] to be Stocked

Enter a number...

Designated Area for Incoming Materials

- ☐ Pallet Staging Area
- ☐ Receiving Dock
- ☐ Designated Shelving
- ☐ Other (Specify)


Notes on Tool/Material Placement Rationale (e.g., most used closest)

Write something...

Shadow Boards Used for Tools?

- ☐ Yes
- ☐ No
- ☐ Partial - Specific Tools

Photograph of Current Tool Layout (Before Optimization)

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Labeling System for Containers?

- ☐ Yes (Clear & Consistent)
- ☐ No
- ☐ Needs Improvement

Distance (in feet) from workstation to frequently used materials

Enter a number...

Shine (Seiso) - Clean and Inspect

This section focuses on cleaning the workspace and equipment to identify potential problems and maintain a safe and functional environment.

Identify Cleaning Zones

 [Set My Current Location](#)



Record Observed Defects/Damage

Write something...

Quantity of Cleaning Supplies Used (e.g., rags, solvent)

Enter a number...


Areas Cleaned (check all that apply)

- ☐ Workbenches
- ☐ Machines (External)
- ☐ Floors
- ☐ Shelves
- ☐ Walls
- ☐ Equipment (Internal - if accessible)

Describe Cleaning Methods Used

Write something...

Attach Photos (Before & After)

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Condition After Cleaning (Overall)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Describe any issues identified requiring maintenance or repair

Write something...

Standardize (Seiketsu) - Create & Maintain Standards

This section focuses on establishing clear, repeatable standards for cleaning, organization, and maintaining order. It aims to prevent backsliding into previous conditions.

Cleaning Schedule Procedure Description

Write something...

Frequency of Full Area Cleaning (Days)

Enter a number...

Areas Included in Standardized Cleaning

- ☐ Machine Guards
- ☐ Work Surfaces
- ☐ Floors
- ☐ Storage Areas
- ☐ Lighting
- ☐ Electrical Panels
- ☐ Emergency Exits

Date of Last Standard Review

Enter date...

Typical Time for Daily Quick Clean

Responsible Person for Standard Review

Write something...

Description of Shadow Boards (if applicable)

Write something...

Method for Documenting Equipment Condition during Cleaning

- ☐ Paper Log
- ☐ Digital Checklist
- ☐ Photo Documentation

Sustain (Shitsuke) - Maintain and Improve

This section focuses on ensuring the 5S principles are consistently followed and continually improved upon. It requires ongoing discipline and commitment.

Last 5S Audit Date

Frequency of 5S Audits (in days)

Areas Currently Involved in 5S?

- ☐ Production Area
- ☐ Maintenance Area
- ☐ Warehouse
- ☐ Shipping/Receiving
- ☐ Offices
- ☐ Other (Specify)

Summary of Previous 5S Audit Findings and Corrective Actions

Current 5S Team Members (Main Contact)

- ☐ Team Lead 1
- ☐ Team Lead 2
- ☐ Team Lead 3
- ☐ Other (Specify)

Suggestions for 5S Improvement (from team members)

Write something...

Are 5S training materials up to date and accessible?

- ☐ Yes
- ☐ No
- ☐ Needs Review

Supporting Documentation (Photos, training records, etc.)

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