

# 7S (5S + Security + Sanitation) Checklist

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## Sort (Seiri)

Eliminate unnecessary items from the work area. Focus on identifying and removing what's not needed.

**Describe any items currently identified as 'unnecessary' in this area.**

Write something...

**Estimate the number of items removed during this Sort activity.**

Enter a number...



**Which categories of items were removed (check all that apply)?**

- Obsolete Equipment
- Broken Tools
- Excess Materials
- Unused Documents
- Personal Items
- Other (Specify in LONG\_TEXT)

**Attach photos/documentation of items removed during Sort.**

 Upload File

**Reason for identifying item as unnecessary (briefly)**

Write something...

**Disposition of removed items (e.g., Recycle, Scrap, Return)**

- Recycle
- Scrap
- Return to Storage
- Return to Supplier
- Other

**Notes regarding challenges or observations during the Sort process.**

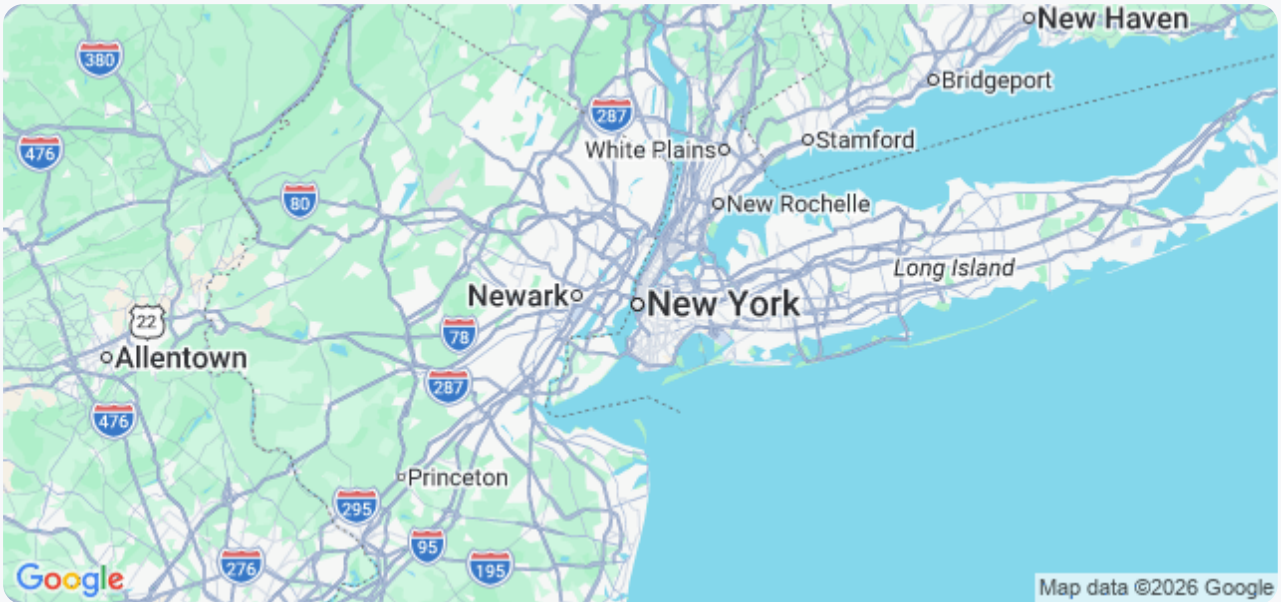
Write something...

## Set in Order (Seiton)

Organize remaining items in a logical and accessible manner. Define locations and ensure everything has a place.

### Define Location for Commonly Used Tools/Equipment

 [Set My Current Location](#)



### Shadow Board Implementation?

- Yes
- No
- Partial/Developing

### Time to Retrieve Item (Seconds)

Enter a number...

### **Labeling System Description**

Write something...

### **Details of Equipment/Tool Placement Justification**

Write something...

### **Number of Designated Storage Locations**

Enter a number...

### **Color-Coding System?**

- Yes
- No
- Partial/Developing

### **Describe the layout of frequently used items**

Write something...

# Shine (Seiso)

Clean the work area and equipment regularly. Focus on preventing dirt and grime buildup.

## Floor Cleanliness Rating (1-5, 5=Excellent)

## Description of Cleaning Methods Used (e.g., type of detergent, frequency)

## Photo Evidence of Cleaning (before/after)

 Upload File

## Machine Grease/Oil Levels (Scale: Low, Medium, High)

**Details of any unusual residue or staining observed**

Write something...

**Was specialized cleaning equipment used? (e.g., pressure washer, steam cleaner)**

Yes

No

**Date of Last Deep Clean**

Enter date...

**Number of rags/mops used**

Enter a number...

**Any issues encountered during cleaning (e.g., difficulty accessing areas, equipment malfunctions)**

Write something...

# Standardize (Seiketsu)

Establish procedures and schedules to maintain the first three S's. Create visual aids and routines.

## Frequency of 5S Audits (Days)

## Standardized Cleaning Procedure?

- Yes - documented & accessible
- Yes - documented but not easily accessible
- No – informal
- Not Applicable

## Last Procedure Review Date

## Briefly describe standardized 5S training program for new employees

### Visual Management Tools (Check all that apply)

- Floor Markings
- Shadow Boards
- Labeling
- Color Coding
- Standard Operating Procedures (SOPs)
- None

### Number of Visual Management Aids in Place

Enter a number...

### Describe process for updating Standard Operating Procedures (SOPs) related to 5S

Write something...

## Sustain (Shitsuke)

Maintain the established standards through training, audits, and ongoing commitment. Foster a culture of continuous improvement.

### Frequency of 5S Audits (Weeks)

Enter a number...

### Date of Last 5S Training Session

Enter date...

### Which areas receive regular 5S reminders?

- Production Floor
- Storage Areas
- Offices
- Break Rooms
- Maintenance Areas

### Who is responsible for 5S championing?

- Team Leads
- Safety Manager
- Dedicated 5S Coordinator
- Management

### Notes on challenges maintaining 5S and planned improvements

Write something...

### How are 5S performance metrics tracked?

- Visual Boards
- Spreadsheets
- Software
- Not Tracked

### Upload a copy of the 5S procedure document

 Upload File

## Security

Assess and improve physical and operational security measures to protect people, assets, and information.

### Number of Security Cameras Functioning

Enter a number...

### Access Control System Status

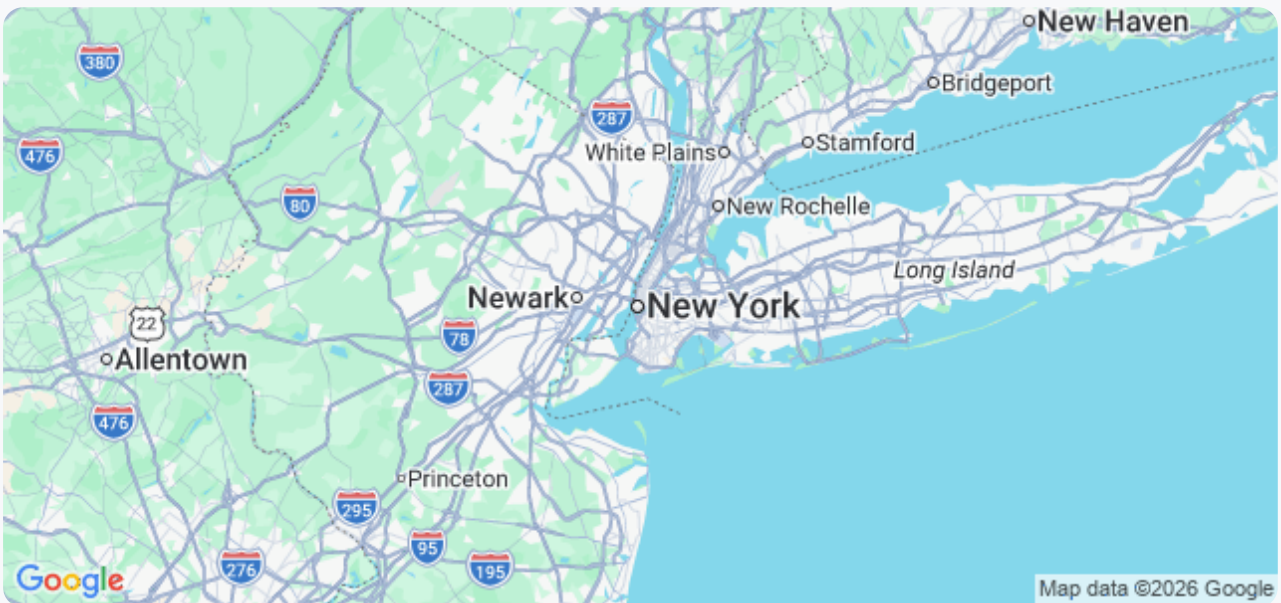
- Operational
- Needs Maintenance
- Disabled

## Description of Security Incident Reports (if any) this period

Write something...

## Location of Emergency Shut-off Switches

 [Set My Current Location](#)



## Last Security System Maintenance Date

Enter date...

### Security Breaches Identified (Select All That Apply)

- Unauthorized Access
- Theft
- Cybersecurity Incident
- Vandalism
- None

### Name of Security Personnel on Duty

Write something...

## Sanitation

Ensure a hygienic work environment to protect product quality and worker health. Focus on preventing contamination.

### Temperature of Refrigerator/Cooler (for food storage)

Enter a number...

**Frequency of Deep Cleaning (e.g., per week, month)**

Enter a number...

**Areas Recently Sanitized (Check all that apply)**

- Food Prep Areas
- Employee Restrooms
- Production Lines
- Packaging Areas
- Storage Areas
- Break Rooms

**Date of Last Pest Control Service**

Enter date...

**Description of any Sanitation Issues Found (and corrective actions taken)**

Write something...

### Type of Cleaning Agents Used (for general cleaning)

- Chlorine-based
- Quaternary Ammonium
- Hydrogen Peroxide
- Other (Specify)

### Photo Evidence of Sanitation Procedures (e.g., cleaning in progress)

 Upload File

### Handwashing Facilities Condition

- Excellent
- Good
- Fair
- Poor