

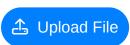
## 7S (5S + Security + Sanitation) Checklist

## Sort (Seiri)

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

Write something	
Estimate the number of items removed during this So  Enter a number	rt activity.
Which categories of items were removed (check all the Check to Company)	at apply)?
Obsolete Equipment  Broken Tools	
Excess Materials	
Unused Documents	
Personal Items	

Attach photos/documentation of items removed during Sort.



Write something		
Disposition of removed ite	ems (e.g., Recycle, Scrap, Return)	
Recycle		
☐ Scrap		
Return to Storage		
Return to Supplier		
Other		
Notes regarding challenge	es or observations during the Sort process	6.
Write something		

## **Set in Order (Seiton)**

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

	Set My Current Location	
_	mplementation?	
Yes No		
Partial/Develo	ing	
	L. (0 L.)	
	e Item (Seconds)	
Enter a number		
abeling Syste	n Description	
Write something		
wille sometimit		
White Something		
White Something		
	ment/Tool Placement Justification	

Color-Coding System?   Yes	Number of Designated Storage Locations	
Yes	Enter a number	
Partial/Developing  Describe the layout of frequently used items  Write something  Shine (Seiso)  ean the work area and equipment regularly. Focus on preventing dirt and grime buildup.  Floor Cleanliness Rating (1-5, 5=Excellent)  Enter a number  Description of Cleaning Methods Used (e.g., type of detergent, frequency)  Write something  Photo Evidence of Cleaning (before/after)	Color-Coding System?	
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Write something  Photo Evidence of Cleaning (before/after)	Enter a number	
Photo Evidence of Cleaning (before/after)	Description of Cleaning Methods Used (e.g., type of detergent, fre	quency)
	Write something	
♣ Upload File	Photo Evidence of Cleaning (before/after)	
	♣ Upload File	

Enter a number	
Details of any unusual	residue or staining observed
Write something	
Was specialized cleani cleaner)	ng equipment used? (e.g., pressure washer, steam
Yes No	
Date of Last Deep Clea	n
Enter date	
Number of rags/mops	used
Enter a number	
Any issues encountere equipment malfunction	ed during cleaning (e.g., difficulty accessing areas, as)
Write something	

## Standardize (Seiketsu)

Enter a number		
Standardized Cleanir	ng Procedure?	
Yes - documented & a	accessible	
Yes - documented but	not easily accessible	
No – informal		
Not Applicable		
Last Procedure Revie	ew Date	
Enter date		
	dardized 5S training program for new	employees
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Briefly describe stan	dardized 5S training program for new	employees
Briefly describe stan Write something	dardized 5S training program for new	employees
Briefly describe stan Write something		employees
Briefly describe standown Write something  Visual Management		employees
Briefly describe stand Write something  Visual Management		employees
Write something  Visual Management 1  Floor Markings  Shadow Boards		employees

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

Enter a number	
Describe process for updating Standard Oper to 5S	ating Procedures (SOPs) related
Write something	
ustain (Shitsuke) intain the established standards through training ster a culture of continuous improvement.	, audits, and ongoing commitment.
Frequency of 5S Audits (Weeks)	
Enter a number	
Date of Last 5S Training Session  Enter date	
Date of Last 5S Training Session  Enter date  Which areas receive regular 5S reminders?  Production Floor	
Date of Last 5S Training Session  Enter date  Which areas receive regular 5S reminders?  Production Floor  Storage Areas	
Date of Last 5S Training Session  Enter date  Which areas receive regular 5S reminders?  Production Floor	

Who is responsible for 5S championing?
Team Leads
Safety Manager
Dedicated 5S Coordinator
Management
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  L 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)  L Upload File
Handwashing Facilities Condition
Excellent
Good
☐ Fair ☐ Poor