



7S (5S + Security + Sanitation) Checklist

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)

Enter a number...

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

Write something...

Photo Evidence of Cleaning (before/after)

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

Enter a number...

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)

Enter a number...

Standardized Cleaning Procedure?

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

Last Procedure Review Date

Enter date...

Briefly describe standardized 5S training program for new employees

Write something...

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)

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Handwashing Facilities Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor