



8S (5S + Safety + Sanitation + Standardized Work) Checklist

Sort (Seiri)

Eliminate unnecessary items from the work area. Identify and remove items that are not needed.

Describe items identified for removal during Sort.

Write something...

What categories of items were removed?

- ☐ Obsolete Inventory
- ☐ Broken Equipment
- ☐ Unused Tools
- ☐ Excess Materials
- ☐ Personal Items
- ☐ Other (Specify in LONG_TEXT)

Number of items removed.

Enter a number...

Were items moved to a 'holding area' for potential reuse/disposal?

☐ Yes

☐ No

If 'Yes' to the previous question, describe the holding area and its purpose.

Write something...

Was a 'Red Tag' system used for items being evaluated?

☐ Yes

☐ No

If 'Yes', describe how the red tag system was implemented and what criteria were used.

Write something...

Date items were removed

Enter date...

Set in Order (Seiton)

Arrange necessary items in a logical and accessible manner. 'A place for everything, and everything in its place.'

Location of Tools/Equipment (Distance in meters)

Enter a number...

Clearly Marked Location for Frequently Used Tools

 [Set My Current Location](#)



Shadow Boards Used for Tools?

☐ Yes

☐ No

Are Tool/Equipment Locations Clearly Marked?

☐ Yes

☐ No


What visual aids are used for organization?

- ☐ Color Coding
- ☐ Labeling
- ☐ Floor Markings
- ☐ Shadow Boards
- ☐ Other (Specify)

Describe any deviations from the defined layout and explain reasons

Write something...

Photo of current layout (Optional)

 Upload File

Shine (Seiso)

Clean the work area regularly. This includes equipment, floors, and work surfaces.

Overall Cleanliness Score (1-5, 5 being spotless)

Enter a number...

Describe cleaning tasks completed today (e.g., machine cleaning, floor scrubbing, spill cleanup)

Write something...

Areas cleaned today (check all that apply)

- ☐ Machine Surfaces
- ☐ Floors
- ☐ Work Benches
- ☐ Equipment Casings
- ☐ Walls
- ☐ Storage Areas

Photo Evidence of Cleaning (Optional)

 Upload File

Note any areas requiring further or more frequent cleaning.

Write something...

Time spent on cleaning activities (in minutes)

Enter a number...

Type of cleaning chemicals used (if applicable)

- ☐ None
- ☐ Degreaser
- ☐ All-Purpose Cleaner
- ☐ Specialized Cleaner

Standardize (Seiketsu)

Create and maintain standards for Sort, Set in Order, and Shine. Create visual cues and procedures.

Frequency of 5S Audits:

- ☐ Daily
- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly

Time allocated for daily cleaning (minutes):

Enter a number...

Photographs of standardized layouts (before/after)

 Upload File

Detailed description of the visual management system:

Write something...

Method for reporting 5S violations:

- ☐ Verbal Report
- ☐ Written Form
- ☐ Online System

Date of last 5S training session:

Enter date...

Describe process for updating standardized procedures:

Write something...

Sustain (Shitsuke)

Maintain and improve the 5S standards. Reinforce discipline and continuous improvement.

Frequency of 5S Audits (Weeks)

Enter a number...

Last 5S Training Date

Enter date...

5S Champion Identified?

☐ Yes

☐ No

Summary of Corrective Actions Needed (from previous audits)

Write something...

Which of the following support mechanisms are in place?

- ☐ Management Review
- ☐ Employee Recognition
- ☐ Regular Communication
- ☐ Training Refresher
- ☐ Suggestion Box

Are audit results communicated to employees?

- ☐ Yes
- ☐ No

Notes/Comments on Sustainment Efforts

Write something...

Safety

Assess and address potential safety hazards within the work area, related to equipment, processes, and materials. Focus on prevention.

PPE Availability (Count of Required Items)

Enter a number...

Hazard Identification - Confined Spaces?

- ☐ Yes
- ☐ No

Hazard Identification - Lockout/Tagout?

☐ Yes

☐ No

Describe any observed safety hazards.

Write something...

Distance from moving equipment (feet)

Enter a number...

Emergency Stop functionality?

☐ Fully Functional

☐ Partially Functional

☐ Not Functional

Last Safety Training Date

Enter date...

Sanitation

Ensure cleanliness and hygiene to prevent contamination and maintain a healthy work environment. Focus on food safety, if applicable.

Frequency of Cleaning (Days)

Enter a number...


Areas Cleaned (Check all that apply)

- ☐ Floors
- ☐ Equipment Surfaces
- ☐ Work Benches
- ☐ Walls
- ☐ Storage Areas
- ☐ Drainage Systems

Specific Cleaning Agents Used (List chemicals and concentrations)

Write something...

Photos of Cleaning Procedure

 Upload File

Type of Waste Generated (Select best fit)

- ☐ Organic
- ☐ Chemical
- ☐ General Waste
- ☐ Hazardous Waste

Last Sanitation Inspection Date

Enter date...

Any Issues/Corrective Actions Required

Write something...

Pest Control Status

- ☐ Active
- ☐ Inactive
- ☐ Scheduled

Standardized Work

Document and adhere to established procedures for all tasks. Ensure consistency and efficiency in operations.

Is a current Standard Operating Procedure (SOP) available for this process?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Briefly describe the process being standardized.

Write something...

Cycle time (minutes) – as per documented Standard.

Enter a number...

Actual cycle time observed (minutes).

Enter a number...

Is the standardized work instructions readily accessible to all personnel?

- ☐ Yes
- ☐ No
- ☐ Partially

Upload a copy of the Standardized Work Instruction (SWI) document.

 Upload File

Describe any deviations from the standardized work process observed.

Write something...

Is training provided and documented for this standardized work?

- ☐ Yes
- ☐ No
- ☐ Needs Update