

FREE 5S RESOURCE

5S Audit Checklist

Score each pillar on a 0 to 4 scale. Add the five scores for a total out of 20, then convert to a percentage to trend the area over time.

Area / Cell: _____	Date: _____
Auditor: _____	Shift: _____

Scoring scale

0	No system in place. The pillar is not being practiced.
1	A few examples exist, but the area is mostly uncontrolled.
2	Basics are in place but inconsistent. Gaps are easy to find.
3	Standard is met across the area, with minor exceptions.
4	Standard is met and self-sustaining. Would pass unannounced.

1. Sort (Seiri)	Score (0 to 4)
Only needed tools, materials, and paperwork are present in the area.	
Unneeded items have been red tagged and moved to the holding area.	
Nothing is stored just in case. No personal clutter at workstations.	
Aisles, exits, and fire equipment are clear and unobstructed.	
Notes / specific example:	

2. Set in Order (Seiton)	Score (0 to 4)
Every item that remains has a marked, labeled home.	
Shadow boards or outlines show at a glance when a tool is missing.	
Floor markings define locations for carts, bins, and WIP.	
Frequently used items are within easy reach of the point of use.	
Notes / specific example:	

3. Shine (Seiso)	Score (0 to 4)
Work surfaces, floors, and equipment are clean.	
A cleaning routine is assigned, scheduled, and being followed.	
Cleaning is used as inspection: leaks, wear, and damage are noted.	
Cleaning supplies are stocked and stored in a marked location.	
Notes / specific example:	

4. Standardize (Seiketsu)	Score (0 to 4)
A visual standard for the first three pillars is posted in the area.	
Responsibilities and frequencies are clear and assigned by name or role.	
Photos or diagrams show the expected condition of the area.	
Any shift can hold the standard without asking what to do.	
Notes / specific example:	

5. Sustain (Shitsuke)	Score (0 to 4)
Audits happen on a set cadence and are not skipped under pressure.	
Results are posted where the team can see the trend.	
Findings from the last audit were closed by their due dates.	
The area would hold its standard with no manager present.	
Notes / specific example:	

TOTAL SCORE	___ / 20	PERCENT	___ %
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Red tag rules

Red tagging keeps the Sort step objective. Tag any item whose need is in question instead of debating it on the spot.

- Tag the item with the date, who tagged it, and why its need is unclear.
- Move tagged items to a marked red tag holding area, not back to the bench.
- Set a holding period, commonly 30 days. If no need is claimed, the item leaves the area.
- Log every tag so the pattern is visible. Repeat clutter points to a process gap.

Red tag log

Date	Item	Reason in question	Decision by	Action

Follow-up action tracker

The score is a snapshot. Improvement comes from closing the gaps. Capture two or three actions per audit, assign an owner and a date, and verify them at the next audit.

Finding	Owner	Due date	Closed?

Ready to run 5S as a weekly habit across the whole floor?

This checklist gets one area audited. When you are ready to scale it, the OperationalPlaybook catalog has the editable spreadsheets, trackers, and full systems that build on it. Find the full 5S toolkit on the OperationalPlaybook Etsy shop and on Gumroad. Start small with one area, prove the habit, then scale.