



5S Audit Checklist - Industry Vetted

16 Jul 2025

Complete

Score	99 / 132 (75%)	Flagged items	3	Actions	0
Document Number	000001				
Site	Unanswered				
Location	2nd Floor - Maritime Wing				
Is this 5S associated with a piece of equipment?	No				
Conducted on	16 Jul 2025 12:21 PST				
Conducted by	Thalia Summers				

Flagged items

3 flagged

5S Audit / Sort (Seiri) - Remove Unnecessary Items

Workstations are free from non-essential personal items that could create distractions or contamination risks.

0

Employees personal items are placed in their work desks

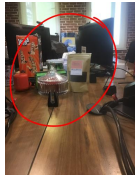


Photo 1

5S Audit / Set in Order (Seiton) - Organize Workspaces Efficiently

Cables, hoses, and wires are neatly arranged, secured, and protected from damage to prevent safety hazards.

0

We should practice good cable management for a pleasing and clean work environment. Also, managing cables and wires will help maintain basic functionalities and protect devices from clogged airflow.



Photo 4

5S Audit / Shine (Seiso) - Maintain Cleanliness

A regular cleaning schedule is in place and followed for all machinery and workstations.

0

Terry tells me that they haven't a visible schedule and just rely on orders to follow.

5S Audit

3 flagged, 99 / 132 (75%)

Scoring criteria:

- 4 - Fully Compliant – Meets or exceeds all expectations, no action needed.
- 3 - Mostly Compliant – Minor issues observed, but overall adherence is strong.
- 2 - Partially Compliant – Some areas meet standards, but several require improvement.
- 1 - Needs Improvement – Significant issues observed, corrective action required.
- 0 - Non-Compliant – Does not meet requirements; immediate action necessary.

Sort (Seiri) - Remove Unnecessary Items

1 flagged, 19 / 24 (79.17%)

Only necessary tools, materials, and equipment required for production are present in the work area.

4

All unnecessary items, scrap materials, and obsolete equipment are removed from the manufacturing floor.

4

Expired, obsolete, or defective raw materials and components are properly discarded or relocated to designated storage.

4

Red-tagged items are placed in the designated area for review and timely disposition according to company policy.

3

Storage racks, bins, and shelves are free from excess or outdated inventory that could obstruct workflow.

4

Workstations are free from non-essential personal items that could create distractions or contamination risks.

0

Employees personal items are placed in their work desks

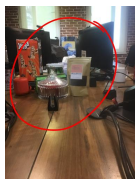


Photo 1

Additional Observations:

Set in Order (Seiton) - Organize Workspaces Efficiently

1 flagged, 23 / 28 (82.14%)

Production tools, machines, and materials are stored in designated locations with clear labeling for rapid identification.

4

Each item or equipment are numbered and labeled properly



Photo 2

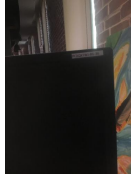


Photo 3

Workstations are ergonomically arranged to support efficient workflow and minimize unnecessary movement.

4

Frequently used tools and materials are placed in easily accessible locations to reduce downtime.

4

Walkways, exits, fire extinguishers, emergency shutoff points, and safety equipment are clearly marked and unobstructed.

4

Shadow boards, tool tethers, and designated storage solutions are used to maintain organization and prevent misplaced tools.

3

Cables, hoses, and wires are neatly arranged, secured, and protected from damage to prevent safety hazards.

0

We should practice good cable management for a pleasing and clean work environment. Also, managing cables and wires will help maintain basic functionalities and protect devices from clogged airflow.



Photo 4

Work-in-progress (WIP) materials are staged in designated areas to prevent bottlenecks and clutter.

4

Additional Observations:

Shine (Seiso) - Maintain Cleanliness

1 flagged, 21 / 28 (75%)

Floors are free from dirt, dust, grease, metal shavings, and chemical spills.

4

A regular cleaning schedule is in place and followed for all machinery and workstations.

0

Terry tells me that they haven't a visible schedule and just rely on orders to follow.

Cleaning tools and supplies are readily available, properly stored, and labeled.

4

Production lines, machines, and equipment are free from dust, oil, and debris buildup.

4

Operators take responsibility for keeping their work areas clean during and after shifts.	4
Floors, drains, and ventilation systems are inspected and cleaned regularly to prevent safety hazards.	3
Paint markings and safety lines remain visible and are repainted as needed to maintain clarity.	2
Additional Observations:	
Standardize (Seiketsu) - Establish Procedures & Consistency	21 / 28 (75%)
5S procedures are documented, regularly reviewed, and consistently followed across all shifts.	3
Standard operating procedures (SOPs) are visibly posted and updated to reflect best practices and regulatory requirements.	3
Workstation layouts, tool storage, and material flow are standardized across similar production areas to improve efficiency.	3
A structured escalation process exists for identifying, documenting, and addressing 5S deviations and non-compliance.	3
Visual management tools (e.g., color coding, signage, floor markings, and kanban systems) are effectively used to guide production personnel.	2
Preventive maintenance schedules are enforced to ensure all equipment remains in optimal working condition.	3
Additional Observations:	4
Sustain (Shitsuke) - Maintain Long-Term Discipline	15 / 24 (62.5%)
5S training is integrated into employee onboarding and refresher courses to maintain compliance.	4
Regular 5S audits are performed with corrective actions tracked and implemented within defined timeframes.	3
Employees are actively engaged in sustaining and improving 5S standards through feedback and improvement initiatives.	2
Supervisors and management provide ongoing reinforcement and accountability for 5S adherence.	

Recognition and incentive programs are in place to reward teams or individuals who demonstrate outstanding 5S practices.

2

Recognitions are done privately by supervisors to teams. I think we can improve this by including a deck for our facilities for stand-up meetings so that everyone within the organization is able to recognize the efforts done by said teams.

Continuous improvement initiatives (e.g., Kaizen events, lean manufacturing workshops) are encouraged to refine 5S practices and align with operational goals.

4

We have our facilities team to thank for regularly conducting 5S activities to help out the other employees in this floor maintain their workspaces clean.

Additional Observations:

Overall, I wouldn't say that we did pretty badly with following our 5S guidelines given that it's only been a month since we started practicing the principles. But I would say that we've made great improvements compared to the early weeks of implementation. Teams are supportive to the idea but lack a bit more initiative, I would like to see our teams having to do their part in keeping the office clean and organized without having someone to order them to. After all, applying 5S principles will definitely benefit each one of us in this workspace. I recommend updating our guidelines and review the results from this audit and hope to have issues identified here resolved immediately.

Sign Off

Inspector signature

Shift supervisor signature



Thalia Summers
16 Jul 2025 12:31 PST

Line supervisor signature



Mitchell Valenzuela
16 Jul 2025 12:33 PST

Media summary

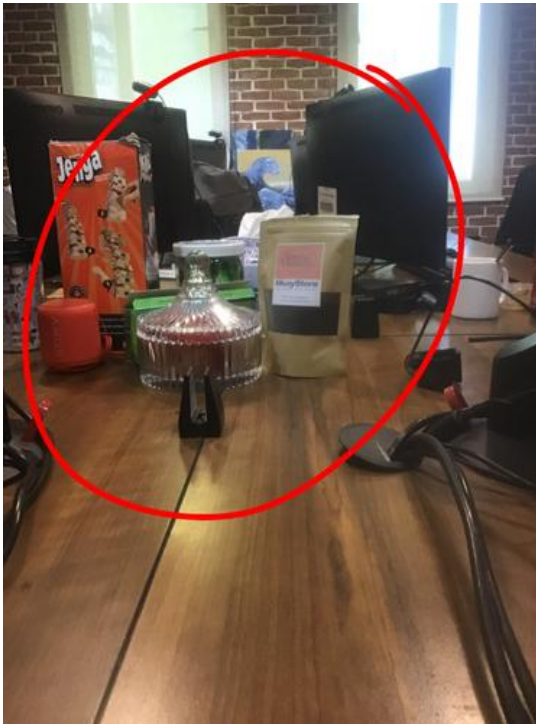


Photo 1



Photo 2

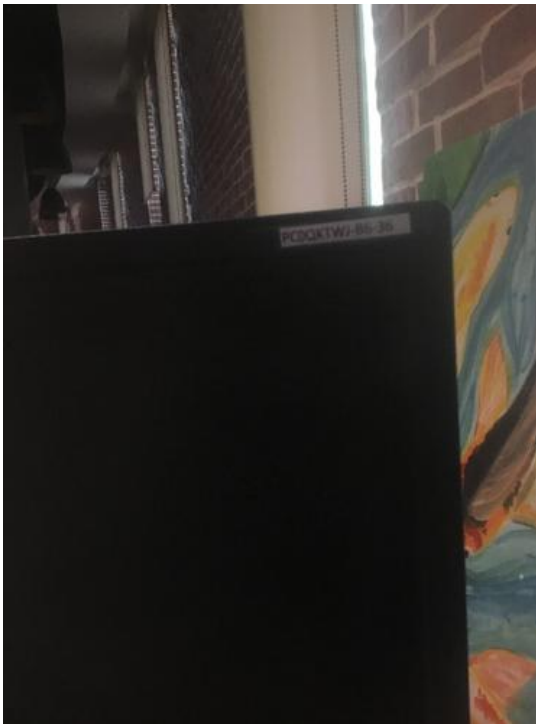


Photo 3



Photo 4