

5S Program Audit Scorecard

Zone _____

Date _____

	5 POINTS WORLD CLASS Maintained for 3 months minimum	4 POINTS EXCELLENT Maintained for 2 months minimum	3 POINTS GOOD Maintained for 1 month minimum	2 POINTS MARGINAL	1 POINT POOR	0 POINTS UNACCEPTABLE
SORT SORT SCORE _____	Every item in the area is needed for regular work. No extraneous items are found in any area location. Only the minimum standard amounts of supplies are in the area.	Minimum clutter in the area. Few if any unneeded items can be found in any storage location in the area. Less than 1 week of regularly required supplies are in the area.	Limited clutter in the area. Only a few unneeded items can be found in the area. Required equipment is available and in 'ready to go' condition. 1 week or more of regularly required supplies are in the area.	Some clutter is in area. A small amount of excess items can be found but no major equipment items are missing or out of place. 2 weeks or more of regularly required supplies are in the area.	Area is generally cluttered. Quite a few unnecessary items are found in the area including items on shelves, on racks or in cabinets. 3 or more weeks of regularly required supplies are in the area.	Area is very cluttered. Many items not required for regular work are in the area including excess supplies. Emergency equipment or exits may be blocked.
STRAIGHTEN STRAIGHTEN SCORE _____	Area is very well organized with 'a place for everything and everything in its place'. All regularly used items are stored in designated convenient locations. Excellent visual controls are in evidence.	Area is well organized. All items have designated locations and are stored appropriately. All equipment has designated storage spots, chosen by need/usage. Visual control use is broad.	Area is well organized. Most items have designated locations and are stored appropriately. Some designated equipment storage spots are labeled. Many visual controls seen.	Area is moderately organized. Many critical items have designated locations but some may not. Designated storage spots for equipment are not labeled. Some visual controls are seen.	Area reflects an inadequate level of organization. Many items have no clearly designated location. Critical safety equipment is not adequately designated. A few visual controls are used.	Area reflects a poor level of organization with little or no evidence of designated locations for basic/needed items. Safety hazards may exist. No visual controls used.
SHINE SHINE SCORE _____	Every item in the area is in 'like new' condition. The area is thoroughly cleaned on a regular basis and is kept in a spotless condition.	Every item in the area is clean and functional. Floors are clean and waste containers regularly emptied.	Area and contents inside are mostly clean and functional. Floor condition is relatively clean and waste containers only partially full.	The condition of the area and the items inside is marginal. Floor condition and waste container status is barely acceptable.	Area needs general cleaning. Some items in the area have not been cleaned recently. Floor condition and waste container status needs attention.	Area is very dirty. Possible compliance issues with existing regulations. Floor condition and waste container status is poor.
STANDARDIZE (SCHEDULE) STANDARD SCORE _____	There is an up to date 5S Zone map, duty list and schedule posted and rigorously followed. There is evidence that 5S duties are done regularly. 5S responsibilities are rotated consistently.	There is an up to date 5S Zone map, duty list and schedule posted and clearly followed. There is evidence that 5S duties are done on a regular basis.	There is an up to date 5S Zone map, duty list and schedule posted that may be followed. There appears to be some compliance with the 5S schedule.	Although a 5S Zone map, duty list and schedule exist; they are not posted for reference. 5S duties may be done but not to a schedule.	There is no evidence that a 5S Zone map, a daily/weekly duty list and schedule exist. There is some evidence that informal 5S duties are done.	There is no evidence that any housekeeping task list and/or schedule exists. There is no evidence of even informal 5S being done.
SUSTAIN SUSTAIN SCORE _____	Clearly all levels of the organization are dedicated to sustaining the 5S program. There is a regular leadership participation in Gemba reviews. All areas are 'audit ready' at all times.	Top management supports Zone leaders in their 5S sustaining efforts including participation in Gemba reviews. Area is 'audit ready' at some times of the day.	Adherence to the 5S effort is not optional and is well managed by Zone leaders. Interest in sustaining is wide spread in the organization.	Adherence to the 5S effort in the entire organization is evident but may be random/uneven. Interest in sustaining the 5S effort is focused at the Zone leadership level.	There is some evidence of commitment in the organization to sustaining 5S.	There is clearly little or no evidence of a commitment in the organization to sustaining 5S.

