5S Audit Rating Sheet

Audit Rating Sheet							
Audit date			Rating 1 to 5 (Consider 1 as the lowest score)	Nonconfomity / Good work Observed			
Auditor				Zone No		Zone Leader	
General							
Un identified items if any	1S	daily					
Tools / Equipment							
WIP/RM/FG							
Items in Racks /Shelves /Storage Areas							
All items in designated areas							
WIP/RM/FG	2S	daily					
Items in Racks /Shelves /Storage Areas							
Tools / Equipment							
Dustbins							
Labelling of items							
WIP/RM/FG	2S	weekly					
Items in Racks /Shelves /Storage Areas							
Signboards/ Site map							
Tools /Equip in work area							
Ease of Access / Path identified for							
Dustbins / Storage Bins							
Access to fire extinguishers / Exit Doors							
Cleaning /shine targets							
Floor of the corridor /Aisles	3S	Daily					
Machines & Surrounding area cleaned							
Workplace/ Plant Exterior/ Surrounding areas							
Gangway clear of obstacles	3S	weekly					
Wires / cables / Electricals / fans							
Cowwebs on walls/ Windows/ roof							
Windows Panes							
Signages / Showcases							
Dashboards/ Info Boards Documents							
Shelves/Racks/Storage area cleaning							
Drains / Pipes							
Total Score							
Average Score (Total score / Number of Points Addressed)							