5S audit sheet

Five questions, one per step. Every “Yes” = 1 point (max. 5). With monthly tracking.

Area: _____ **Area 5S owner:** _____

Audited by: _____ **Date:** _____

#	Step	Audit question	Yes / No	Comment
1	**Sort (1S)**	Is the area free of unneeded items (compared with the needed-items list)?	□ Yes □ No	
2	**Set in order (2S)**	Are the needed items in their designated places (as in the standard-state photo)?	□ Yes □ No	
3	**Shine (3S)**	Are items and storage clean and tidy, and do the labels identify the contents unambiguously?	□ Yes □ No	
4	**Standardize (4S)**	Are the standard-state picture and the labels needed for identification posted?	□ Yes □ No	
5	**Sustain (5S)**	Is the audit sheet in the area, and the current 5S result on the performance board?	□ Yes □ No	

Score: _____ / 5

Monthly tracking

Month	1S	2S	3S	4S	5S	Total	Trend
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

Own, brand-free template — free to use and adapt. Method: OPEREX Knowledge Base → 5S.