

Manufacturing 5s Audit

Manufacturing

ARRANGEMENT

Were the tools identified and on shadow boards?

☐ Yes☐ No☐ NA

Was there evidence of regular red tagging?

☐ Yes☐ No☐ NA

Was there a system for removal of red tagged items in place?

☐ Yes☐ No☐ NA

Was the area free of all the unused tools?

☐ Yes☐ No☐ NA

Was the area free from all the unwanted material?

☐ Yes☐ No☐ NA

Were the cupboards and work surfaces clutter free?

☐ Yes☐ No☐ NA

Did you notice clear standards for storage?

☐ Yes☐ No☐ NA

Was the area free from all the unnecessary items and work in progress material?

☐ Yes☐ No☐ NA

Were all the unnecessary parts/materials removed from machinery/equipment?

☐ Yes☐ No☐ NA

Was the visual control being adhered to in the area?

☐ Yes☐ No☐ NA

Was the waste being correctly disposed?

☐ Yes☐ No☐ NA

Was all the work in progress material correctly placed?

☐ Yes☐ No☐ NA

Were all the cleaning materials/utensils located correctly?

☐ Yes☐ No☐ NA

Was all the material stored correctly?

☐ Yes☐ No☐ NA

Was the P.P.E stored correctly?

☐ Yes☐ No☐ NA

Were the ladders stored correctly?

☐ Yes☐ No☐ NA

Were the pallet trucks correctly stored?

☐ Yes☐ No☐ NA

Were the stock levels agreed and being adhered to?

☐ Yes☐ No☐ NA

Was a correct color code being adhered to, on the dividing lines and floor markings?

☐ Yes☐ No☐ NA

Could all items be easily identified in the area?

☐ Yes☐ No☐ NA

CLEANLINESS

Was the floor clean and free from debris?

☐ Yes☐ No☐ NA

Were the machines and guards clean?

☐ Yes☐ No☐ NA

Were the cleaning tools handy, properly labeled, properly stored and well organized?

☐ Yes☐ No☐ NA

Did you see a cleaning schedule in place?

☐ Yes☐ No☐ NA

Was the ancillary and guards kept clean?

☐ Yes☐ No☐ NA

Was the area behind the machines and the surrounding area kept clean?

Yes

No

NA

Were the machines tops and ea hoppers properly clean?

Yes

No

NA

Was the area under the machines clean and free from oil?

Yes

No

NA

Were the bins clean and being regularly emptied?

Yes

No

NA

Were the hooovers/filters clean and being regularly emptied?

Yes

No

NA

STANDARDIZATION

Was the team board standardised and current?

Yes

No

NA

Was there a proper system in place for maintaining, clearing up & cleaning?

Yes

No

NA

Were 5s audits being regularly carried out?

Yes

No

NA

Was all relevant paperwork current and up to date?

☐ Yes☐ No☐ NA

Was a proper cleaning schedule being adhered to?

☐ Yes☐ No☐ NA

Was visual control standards being adhered to?

☐ Yes☐ No☐ NA

Was red tagging agreed upon and was it correctly being documented?

☐ Yes☐ No☐ NA

Had visual control standards been identified?

☐ Yes☐ No☐ NA

Were the shift standards agreed and were they being adhered to?

☐ Yes☐ No☐ NA

Were sample trays being used correctly?

☐ Yes☐ No☐ NA

SUSTAINABILITY

Were the safety rules in regards to glasses and safety shoes etc being adhered to?

☐ Yes☐ No☐ NA

Was the 5s action plan displayed on the team board current?

☐ Yes☐ No☐ NA

Was the daily cleaning schedule correctly completed?

Yes

No

NA

Was the 5s action plan seen displayed on the team board?

Yes

No

NA

Was a 5s graph seen displayed on the team board?

Yes

No

NA

Was the 5s weekly spider graph seen displayed on the team board?

Yes

No

NA

Were proper rules and work procedures being adhered to?

Yes

No

NA

Was the red tag process being reviewed and audited?

Yes

No

NA

Was an ongoing review of 5s processes evident?

Yes

No

NA

Was a plan for 5s training requirements displayed?

Yes

No

NA