5S Workplace Audit

Score an area against Sort, Set in order, Shine, Standardise and Sustain, with photos and improvement actions.

Audit

Area / cell *	
Date *	_____ / _____ / _____
Auditor *	

Scores

Item	1	2	3	4	5
Sort - only needed items present *	☐	☐	☐	☐	☐
Set in order - everything has a marked place *	☐	☐	☐	☐	☐
Shine - area and equipment clean *	☐	☐	☐	☐	☐
Standardise - standards visible and followed *	☐	☐	☐	☐	☐
Sustain - audits and actions up to date *	☐	☐	☐	☐	☐

Area photo	*Attach photo or sketch*

Actions

Improvement action *	Owner	Due date

Sign-off

Additional comments	
Auditor name *	
Auditor signature *	
Date signed *	_____ / _____ / _____

* Required