

Checklist

5S Method Audit Checklist

Auditor: _____

Audit Date: _____

Warehouse: _____

1. Sort (Seiri)**Yes****No**Unnecessary items removed from work area Only essential tools/materials are present **2. Set in Order (Seiton)****Yes****No**Everything has a clearly defined storage location Items are easy to find and return **3. Shine (Seiso)****Yes****No**Work area is clean and organized Equipment/tools are clean and functional **4. Standardize (Seiketsu)****Yes****No**Labels and storage rules are consistent Visual management (signs/markings) is in place **5. Sustain (Shitsuke)****Yes****No**5S rules are followed consistently by staff Regular 5S checks or audits are performed