

# WORKPLACE ORGANIZATION CHECKLIST - sample

Department / Area:		Date:	
Auditor(s):		Scoring: 1 = perfect score (0 problems) 2 = good condition (1 problem) 3 = needs help (2-3 problems) 4 = unsatisfactory (4 or more problems)	
5S Category	What to look for	Score	Comments
<b>Sort</b>	<i>Distinguish between necessary and unnecessary items</i>		
	Are only the necessary items located in the work area?		
	Are scrap, garbage, recyclable material and other waste located in defined receptacles?		
	Is there an implemented process for purging obsolete materials?		
	Are only the necessary quantities located in the work area?		
<b>Set In Order</b>	<i>Organize the remaining items for efficient and effective use</i>		
	Is there a clearly designated location for all necessary items?		
	Are the required tools, equipment and/or supplies located at the point-of-use?		
	Are all areas free of safety hazards, or marked appropriately?		
	Are personal items in defined locations?		
<b>Shine</b>	<i>Clean the entire work area</i>		
	Is the work area clean (free of dirt, oil and/or debris)?		
	Are the equipment, tools and supplies kept clean?		
	Is the cleaning station easily accessible and stocked with the necessary supplies?		
	Are "public areas" (aisles/hallways, restrooms, break rooms, etc.) clean and orderly?		
<b>Standardize</b>	<i>Maintain the new condition achieved by Sort, Set in Order and Shine</i>		
	Are the assigned tasks clearly posted?		
	Do the personnel understand and follow the organizational standards?		
	Is the implementation of Sort, Set in Order and Shine consistent throughout the area?		
	Does the structure of the area (environment, equipment placement, etc.) support the avoidance of dirt/waste accumulation?		
<b>Sustain</b>	<i>Sustain a commitment to follow the system of organization</i>		
	Are the housekeeping audits conducted as scheduled?		
	Are the results of the audits posted in the area?		
	Are all personnel involved in maintaining the new conditions of organization?		
	Are the personnel identifying and implementing workplace organization improvements?		
<b>Total Score</b>			20 = perfect score