

5S Audit Checklist for Automotive Workshops

Date:

Auditor:

Area/Section:

1. Sort (Seiri)

Checklist Item	Yes	No	Remarks
Unnecessary items removed from workplace			
Workstations are clear of irrelevant tools, materials, and equipment			

2. Set In Order (Seiton)

Checklist Item	Yes	No	Remarks
Tools and parts organized and labeled for easy identification			
Storage locations marked and items returned to proper places after use			

3. Shine (Seiso)

Checklist Item	Yes	No	Remarks
Work areas, floors, and equipment clean and free from oil/grease			
Regular cleaning schedules in place and followed			

4. Standardize (Seiketsu)

Checklist Item	Yes	No	Remarks
Standard operating procedures are documented and visible			
Visual controls and signs used consistently throughout the workshop			

5. Sustain (Shitsuke)

Checklist Item	Yes	No	Remarks
5S activities regularly reviewed and improved			
Staff trained and maintain discipline in following 5S practices			

Overall Comments

Auditor's Signature:

Date: