5S Audit Checklist for Printing Shops

Area Audited:

Date:
Auditor:

#	Category	Checklist	Yes	No	Comments/Action
1	Sort (Seiri)	Are only necessary materials, tools, and documents present at workstations?			
2	Sort (Seiri)	Are unnecessary items disposed of or removed promptly?			
3	Set in Order (Seiton)	Are tools and materials arranged for easy access and labeled clearly?			
4	Set in Order (Seiton)	Are walkways and emergency exits free from obstruction?			
5	Shine (Seiso)	Are work and storage areas clean and organized?			
6	Shine (Seiso)	Are equipment and machines free from dirt, dust, and ink residue?			
7	Standardize (Seiketsu)	Are cleaning schedules and responsibilities clearly defined and displayed?			
8	Standardize (Seiketsu)	Are visual controls (labels, signs) in place and updated?			
9	Sustain (Shitsuke)	Are 5S standards consistently followed by all staff?			

| 10 | Sustain (Shitsuke) | Are improvements and corrective actions documented and communicated? | | | |

Comments/Summary: