

5S Audit Checklist for Retail Stores

Store:

Auditor:

Date:

5S Step	Checkpoints	Yes	No
Sort (Seiri)	Unnecessary items not present in shop floor and storage		
	Obsolete promotions, signage, and expired goods removed		
	Stock neatly organized with no clutter		
Set in Order (Seiton)	Product categories clearly labeled on shelves		
	All tools, price guns, and equipment stored in designated places		
	Walkways and exits unobstructed		
Shine (Seiso)	Floors, shelves, and counters clean		
	Trash bins emptied regularly		
	Windows and doors dust-free		
Standardize (Seiketsu)	5S procedures displayed and followed		
	Team members aware of 5S standards		
Sustain (Shitsuke)	Regular 5S audits conducted		
	Continuous improvement suggestions recorded		

Comments / Action Required:

Auditor Signature: