



Audit Date & Time	
Department	
Workplace Owner	
Team Leader	
CIP Team Member	

Sort Only what is required, in the quantity required	1. Is the area clear of unnecessary equipment, tools, computers, etc.?	
	2. Are there unnecessary items on walls, bulletin boards, or in aisles etc.?	
	3. Is the area clear of excess personal items?	
	4. Are any unnecessary inventory, supplies, parts, or materials present?	
	5. Are there any safety hazards (water, chemicals, machines) present?	
	Total: Sort (max. 25 points)	
Set-in-Order A place for everything and everything in its place	1. Are equipment, computers and instruments located in their correct place?	
	2. Are necessary lab supplies properly identified by location and labelled?	
	3. Are aisles, workstations and equipment locations clearly indicated/marked?	
	4. Are visual indicators present to identify current work?	
	5. Are items put away immediately after use?	
	Total: Set-in-Order (max. 25 points)	
Shine Everything clean, everything working	1. Are floors, walls, stairs, surfaces, computers and keyboards free of dirt, grime and dust?	
	2. Are trash containers emptied on a regular basis?	
	3. Are labels, signs, etc. clean and unbroken?	
	4. Are desktops, benches, safety cabinets, and storage and washing areas organized?	
	5. Are cleaning materials easily accessible?	
	Total: Shine (max. 25 points)	
Standardize One way of working, everywhere	1. Can the employee explain the value of 5S?	
	2. Are necessary SOPs, important information, and workflows easily available?	
	3. Is the display board up-to-date?	
	4. Do SOPs for cleaning, working, testing, maintenance, first-defect-stop, etc. exist?	
	5. How many items cannot be located in less than 30 seconds?	
	Total: Standardize (max. 25 points)	
Sustain Do it right, always	1. Are performance KPIs displayed for all to see?	
	2. How many employees have not yet undergone 5S training or any necessary re-training?	
	3. Is everyone's role clearly defined and are skills up-to-date?	
	4. Has 5S been adopted as a daily routine?	
	5. When was last 5S audit performed (at least every two months)?	
	Total: Sustain (max. 25 points)	

Workplace Owner Signature	Auditor Signature
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