5S Audit Guidelines

Sort	
0	No effort has been made to clear clutter. No clear difference between needed and unneeded items in the work area. **5** or more nonconformities
5	Not a lot of clutter in the work area, but this may not be due to an effort to keep the area organized. **4** nonconformities
10	Work area is not cluttered but still has **3** nonconformities
15	Work area is not cluttered but some things are not "where they should be". **2** nonconformities
20	Only needed items enter the work area. Items sorted according to use case.

Set in order	
0	No clear relationship between the place items are stored and the work performed. **5** or more nonconformities
5	Some effort was made to place items where they are used but still **4** or more nonconformities
10	Most of the items stored are placed where they need to be used. **3** or more nonconformities
15	Extensive effort to organize items at the place of use. **2** or more nonconformities
20	All the items present in the space are at the place they need to be used. No nonconformities

Shine	
0	It is obvious cleaning of surfaces has not been performed and there are no lab cleaning supplies. Large build-up of dust and chemical residues/active spills on surfaces, tools, and computers/keyboards. Clutter littered on surfaces. There are tripping hazards on the floor.
5	Large build-up of dust on surfaces, tools, and computers/keyboards. A small amount of clutter present on surfaces. There are tripping hazards on the floor. Cleaning may be infrequent but is documented.
10	Some surfaces and tools/computers have dust build up and random items of clutter. No removable chemical residues/spills or tripping hazards. Cleaning is at least monthly and documented with responsibility outlined.
15	All tools are clean of dust build up. Some surfaces may be unclean. Cleaning is at least weekly and documented with responsibility outlined.
20	All surfaces and equipment are cleaned/sanitized, and lab is trash-free. Cleaning is active and integrated into workflow in lab space. Responsibilities are clearly documented.

Standardize	
0	No homogeneity in the way the overall space is organized and no consistency within the same working space.
5	No homogeneity in the way the overall space is organized but some consistency within the same working space.
10	Some efforts are made to organize consistently each working space but no homogeneity within the overall space.
15	Extensive efforts are made to organize consistently each individual working space but no coherence between one space and another.
20	The overall space is easy to navigate since all working space are organized consistently and clearly labeled.

Sustain	
0	**Less than 50 pts** in Sort, Set in Order, Shine and Standardized between 2 successive audits
5	**More than 50 pts** in Sort, Set in Order, Shine and Standardized between 2 successive audits
10	**More than 60 pts** in Sort, Set in Order, Shine and Standardized between 2 successive audits
15	**More than 70 pts** in Sort, Set in Order, Shine and Standardized between 2 successive audits
20	**Sustain 80 pts** in Sort, Set in Order, Shine and Standardized between 2 successive audits

Nonconformities sort:

- Loose items on work area
- Empty boxes, containers...
- Cluttered or "junk" drawers
- Items stacked on one another.
- Duplicate items or storage in workspace
- Large quantities of one item.
- Items stored up high and height of heavy

Nonconformities Set In Order:

- No clear relationship between where an item is stored and where/how it is used (e.g. stapler sored in one drawer/ staples stored

Nonconformities Shine:

- Trash on/near work area
- Impossibility to clean properly the space due to hindrance in the area
- No documentation on a regular cleaning schedule

Nonconformities Standardize:

- Labelling of drawers/cabinets
- Clear visible ordering process unified among the lab
- Coherence between all the available space in the lab

Nonconformities Sustain:

- Effort to maintain Sort, Set in order, Shine and standardize over time

5S Audit Evaluation

Date: _____

Lab: _____

Auditors: _____

	Score (out of 20)	/20
Sort: Everything is useful on the workspace? Where are these typically used? What did they do to assess sort?	Score (out of 20)	**/20**
Set in Order: Grouping of everything. Do you have 1st order retrievability to what you use? Does it need to be in this specific space? How often do you use it?	Score (out of 20)	**/20**
Shine: Are things hygienically clean, no residue or powders/chemicals on counter? Cables ties up? Accessibility to clean?	Score (out of 20)	**/20**
Standardize: Visual Clues/Labels to know where something goes? How Clear is it to know where it needs to go?	Score (out of 20)	**/20**
Sustain: Are there pictures/cleaning schedules? Are they followed or kept up with? Do counters look like they are supposed to?	Score (out of 20)	**/20**

5S Audit Evaluation Appendix

Comments:
The lab was well organized and embraces philosophy of 5S. Overall everything has a place, is useful and is organized. To continue the commitment to 5S, several action could be made: Labeling the single cardboard box on the counter that is temporarily there for a tool installation, organize the cluttered tool drawers, posting a cleaning schedule or adding a check box to the weekly health checks to ensure the cleaning is happening.

Congrats on your commitment to 5S, you have obtained the 5S recognition.

Picture 1	Picture 2

Picture 3	Picture 4