

Production - Safety & 5S Audit

Plant/Dept/Cell _____
 Audit Date _____
 Supervisor _____
 Auditor _____

Total Score **(Total score calculation - Total Section scores, then divide by 6)**
 1 = Yes / 0 = No

Safety <i>"Keep clutter out of the area!"</i>	Score			Are all the emergency exits clearly visible, not blocked and illuminated? Are all extinguishers and emergency equipment visible (red), mounted, accessible with inspections up to date? Are all employees wearing proper PPE (Shoes, Glasses, Ear Plugs); if welding/grinding, is additional proper gear being worn? Are floors free from oil, water, cords, hoses or any protrusion that may cause a fall & no daisy chaining of extension cords? Are electrical panels/disconnects/breaker boxes assessible & proper LOTO procedures posted & utilized? Are employees wearing fall protection when required and is it available where needed? Is personal protection equipment available & visually identified as a requirement, & is all equipment guarding in place? Are containers, drums, pails, bottles, etc. identified/labeled with the contents & meet our hazardous material standards? Notes:
Sort <i>"Keep what is needed, throw out the rest!"</i>	Score			Are only commonly used (>1/week) parts, tools and fixtures located in the area? Is inventory (WIP & Finished Goods) properly identified, & stored in designated areas? Are SQDIP, Cell Boards, Posters, signs and notices current & up to date with proper revision control documentation? Are work instructions and prints organized, accessible, current & contain no hand written notes for the work being done? Are storage cabinets eliminated from the area (storage cabinets should only be used as a last resort)? Are tops of shelves, cabinets and equipment free of items? Are unnecessary and obsolete items & scrap removed from the work area as well as no personal items in the area? Is red tag label information complete, current and being followed for all defective material? Notes:
Straighten <i>"A place for everything & everything in it's place!"</i>	Score			Are positions of main corridors, aisles, clearly marked? Are all material drop zones clearly marked in green and aisles clear? Are tool boards organized, labeled with no tools inside 'A' frame boards & are their no missing tools? Are all drawings, information sheets, cabinets, and shelves organized and clearly labeled? Are all gauges, tools, fixtures, and information boards stored and labeled? Is scrap and defective material seperated and controlled in the area and clearly marked? Are material locations labeled by part number & location number with racks clearly marked? Are work areas clearly marked, easily accessible, & does everything have a place & is everything in it's place? Notes:
Shine <i>"Clean & check to reveal problems & improve the environment!"</i>	Score			Are walls, floors and columns bright and clean (fresh paint)? Are the light bulbs, reflectors, top of machines, cabinets, material bins and fixtures clean and free of debris and dust? Are the light bulbs in operating condition (not burned out) & is their adequate lighting in the area? Are work surfaces and equipment clean? Are the SQDIP/Information boards and visual controls clean and readable? Are the machines free of oil, dirt and debris and been freshly painted? Are empty pallets, boxes and bins removed from the work areas? Are trash and recycle bins emptied? Notes:
Standardize <i>"Apply common standards & visual management to the area!"</i>	Score			Are 5S responsibilities identified and all employees trained? Are all storage/equipment areas marked and labeled consistently and understandably? Is Zone Champion Leadership Standardized Work (LSW) defined by cell and completed on time? Is visual management standardized (SQDIP & Cell Boards properly utilized)? Does the Supervisors LSW audit the success of 5S and the Zone Champions LSW? Is the area following the E-ONE color coding standard for all taped and painted surfaces? Are playbooks available, being utilized and signed-off as required? Is the area Flag system being utilized and the escalation process being followed for the area? Notes:
Sustain <i>"Make the 5S system part of everyday life!"</i>	Score			Are 5S audits done on time by the Supervisor, Cross-Audit Supervisor, and the Lean Team (minimum of 3 audits/mo.)? Are abnormal conditions visually and easily identifiable? Are 5S improvements being incorporated regularly using counter measures sheet? Is the 5S audit score above 6.0 for the area? Has progress been made on the action plan since the last review? Is the 5S audit score trending upward and visually posted? Is all quality equipment calibrated, labeled and dated properly? Do all documents have revision dates with current revisions being utilized for all controlled documents? Notes: