

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