ACME COMPANY
5S AUDIT TEMPLATE

Millstone Avenue - Rutherford | Millstone Avenue,

TUESDAY 29TH JULY 2025

S U M M A R Y

Overall, good 5S adherence is seen, but improve Sort by removing unneeded items like server racks. Enhance Standardize by correctly labeling 6S boards and maintaining walkway markings. Addressing these will boost safety and efficiency.

1S - Sort

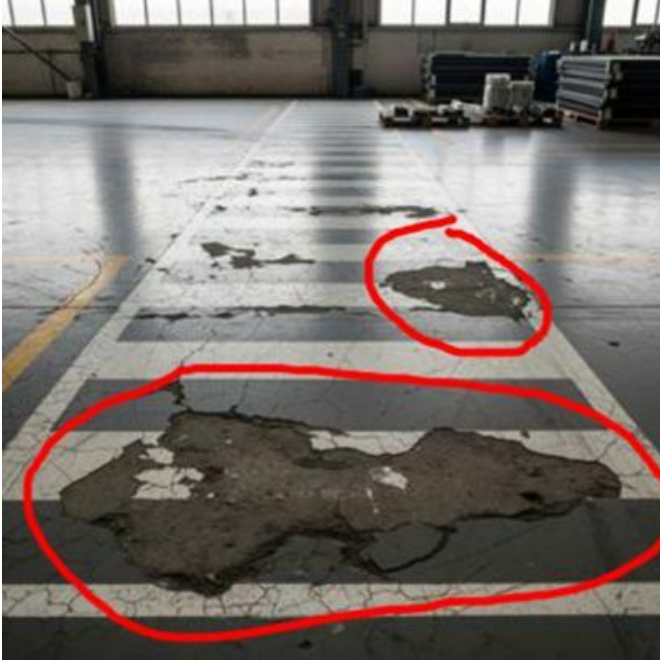| Q#	QUESTION	RESPONSE
1.	Only and all the required materials, WIP and stocks present in the work area.	YES
2.	Only and all the required tools and equipment are present in the work area	YES
3.	Only and all the required paperwork is present in the work area(signage)	YES
4.	Only and all the required items(furniture, rails etc.) are in the work area	NO

29 Jul 25 02:14 PM

Observed presence of a stack of decommissioned server racks in the work area.

Q#	QUESTION	RESPONSE
5.	All the required items in the work area are free of obstruction access.	YES

2S - Set In Order

Q#	QUESTION	RESPONSE
6.	Locations for materials, WIP, stock and scrap required in the work area, are identified, visible and accessible.	YES

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7.	Locations for Equipment (incl. Cleaning equipment/ spill kit/bins) and Tools, are identified, visible and accessible.	YES
8.	Locations for necessary paperwork exists are identified, visible and accessible.	YES
9.	Locations for all private/personal belongings/areas are identified, visible and accessible	YES
10.	Walkways and work area boundaries are defined and in place.	NO

29 Jul 25 02:19 PM

Walkways and work area boundaries are not clearly defined in Assembly Line 3.

| 11. | All necessary items are identified as per colour coding standard and the paint/marking visible(not faded) | YES |

3S - Shine

Q#	QUESTION	RESPONSE
12.	The cleaning procedure and allocated time are defined & informed to respected parties.	YES
13.	Machine equipment(incl. Auxiliary equipment such as fan, Fume extractor etc) are free of dust and oil leakage.	YES
14.	Tool required for work(dust, Plier, Wrench & other) are cleaned after usage.	YES
15.	Paperwork and work surface(worktable, shelves, storage containers) are clean and damage free.	YES
16.	Areas of private/personal belongings are clean and damage free.	YES
17.	Walls walkways, stairs and clean, un-cluttered and damage free.	YES
18.	Hard to reach area are identified and cleaned periodically as per standard inquire.	YES

4S - Standardize

Q#	QUESTION	RESPONSE
19.	Standards locations for all materials, WIP, stock and scrap in the work area provided, arranged and informed for all team member.	YES
20.	Standards of for equipment start, stop operate and cleaning procedure provided in the work area and informed for all team member.	YES
21.	Standards for tools storage provided, the tools conditions free of any damage or modification(welded, tied up etc)	YES

| 22. | Standards or Labels exist for all Paperwork and 6S Board. | NO |

29 Jul 25 02:24 PM

The Production Schedule board in the Assembly department lacks clear dates and product IDs for several entries, and critical safety checklists are found without proper version control labels.

| 23. | Standards or Labels exist for private/personal belongings/areas. | YES |

5S - Sustain

Q#	QUESTION	RESPONSE
24.	All materials, WIP, stock and scrap stored in correct place and checked periodically(No overflow)	YES
25.	Equipment star, stop operate and cleaning procedure are performed as per standard and checked periodically.	YES
26.	Standards for tools storage, identification labels, & positioning are performedas per standard and checked periodically.	YES
27.	The 6S audit result is visible to all , up to date and shared with shop floor and management.	YES
28.	Recognition is given to teams, who get involved in 6S activities.	YES
29.	The Cleaning are done periodically as per standard inquire and comply with procedure and allocated time.	YES

COMMENTS & ACTION PLAN

1S – Sort >> 1S – Sort

(AC10052) Only and all the required items(furniture, rails etc.) are in the work area

		PRIORITY	High
		DUE DATE	30 Jul 25
		ASSIGNEE	Jennifer Hunt

FINDINGS	'No' – Observed presence of a stack of decommissioned server racks in the work area.
ACTION REQUIRED	1. Tag and document all decommissioned server racks, identifying their origin and last use. 2. Schedule prompt removal and proper recycling of the racks.

2S – Set In Order >> 2S – Set In Order

(AC10053) Walkways and work area boundaries are defined and in place.

FINDINGS	'No' – Walkways and work area boundaries are not clearly defined in Assembly Line 3.	**PRIORITY**	Medium
ACTION REQUIRED	Conduct a comprehensive review of all work areas and walkways to identify sections where boundaries are missing or unclear. Implement clear and visible demarcation paint.	**DUE DATE**	01 Aug 25
		ASSIGNEE	Jennifer Hunt

4S – Standardize >> 4S – Standardize

(AC10054) Standards or Labels exist for all Paperwork and 6S Board.

FINDINGS	'No' – The Production Schedule board in the Assembly department lacks clear dates and product IDs for several entries, and critical safety checklists are found without proper version control labels.	**PRIORITY**	Medium
ACTION REQUIRED	Implement clear, standardized labeling guidelines for all 6S Boards. Conduct training on the new labeling standards and perform a compliance audit in the next quarter.	**DUE DATE**	01 Aug 25
		ASSIGNEE	Jennifer Hunt

D E C L A R A T I O N

Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION