

Porter Building | London, UK.

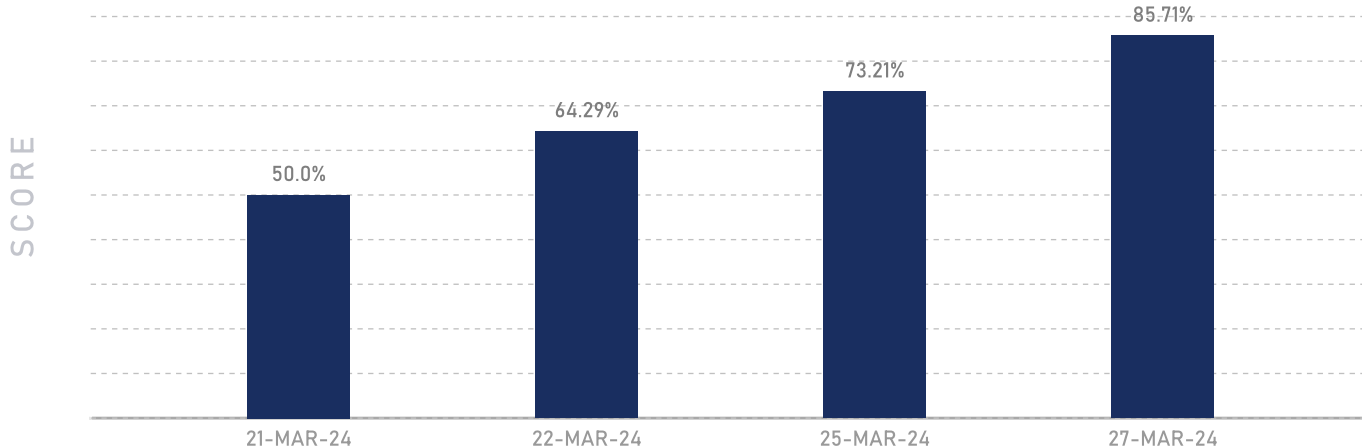
THURSDAY 28th March 2024

PASS

98.21%

(55.0/56.0)

HISTORY



DESCRIPTION

Here you can add a standard description of this report, customized to the specific needs of your organization.

SUMMARY

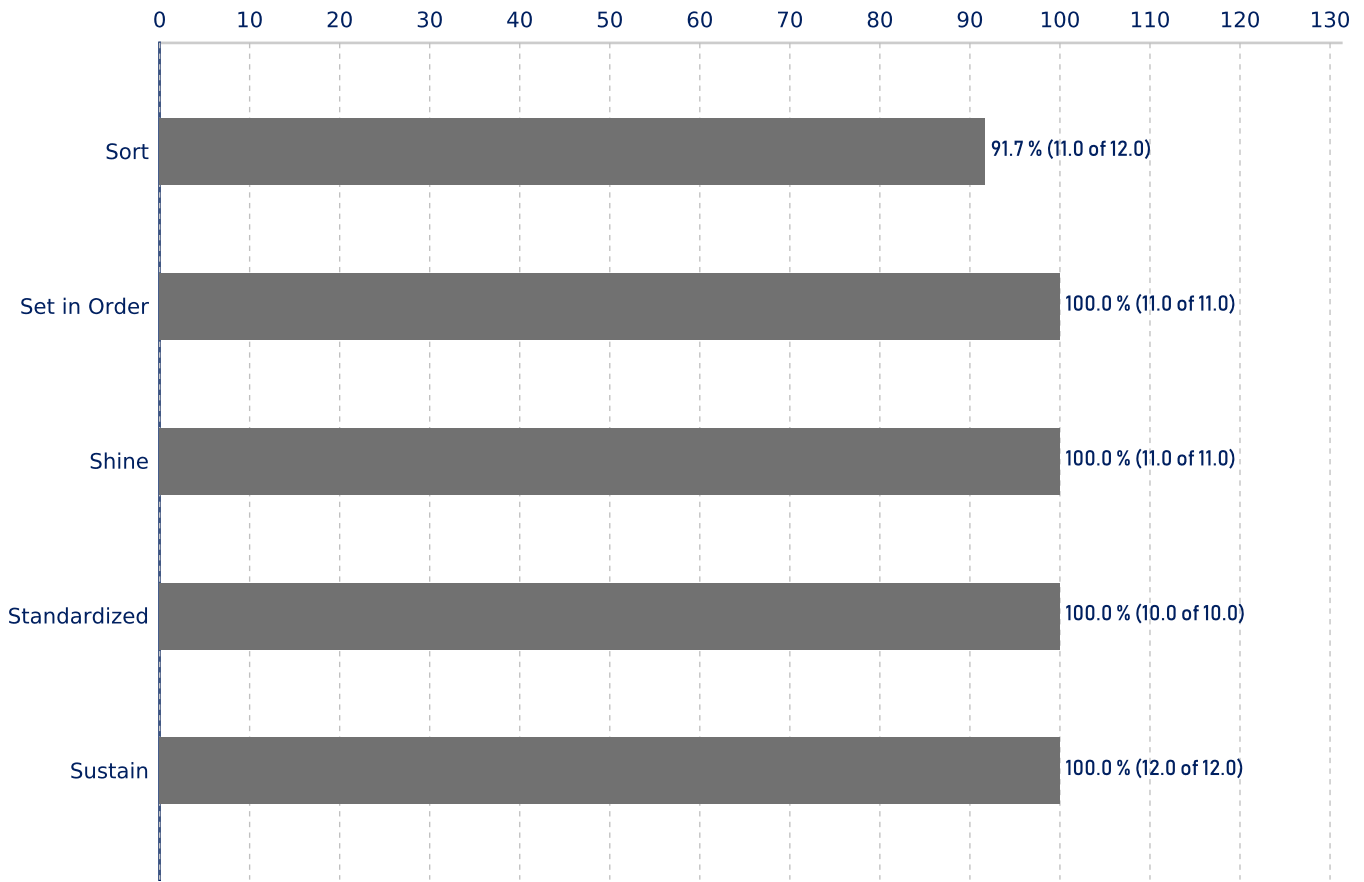
I can observe evident progress compared to previous visits.

Plan of Action.

Notify the site supervisor to make periodic checks and instruct workers to remove the tools from the floor and organize them to designated storage places after work.

5S WAREHOUSE CHECKLIST

SCORE BY SECTION



Section	Actual	Target	%	Section	Actual	Target	%
Sort	11.0	12.0	91.7	Set in Order	11.0	11.0	100.0
Shine	11.0	11.0	100.0	Standardized	10.0	10.0	100.0
Sustain	12.0	12.0	100.0				

SORT (11/12) 91.7 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Materials, parts or components - Are materials moved in a timely manner?	(1/1)	MEET	27.Mar 25.Mar 22.Mar 21.Mar Meet Meet Meet Meet
2	Machines and other equipment - Are there any unused machines or other equipment around?	(1/1)	MEET	27.Mar 25.Mar 22.Mar 21.Mar Meet Meet Below Below
3	Visual control - Are all waste materials in the correct skips?	(1/1)	MEET	27.Mar 25.Mar 22.Mar 21.Mar Meet Meet Meet Meet
4	Containers - Are customer packaging stored safety & incorrect locations?	(1/1)	MEET	27.Mar 25.Mar 22.Mar 21.Mar Meet Meet Meet Below
5	Is unused equipment and machinery eliminated from the area?	(1/1)	MEET	27.Mar 25.Mar 22.Mar 21.Mar Meet Meet Below Meet
6	Is the floor clear of all tools, spare parts, and materials?	(0/1)	BELOW	27.Mar 25.Mar 22.Mar 21.Mar Below Below Meet Below

0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

5S WAREHOUSE CHECKLIST



16 Apr 24 05:10 PM

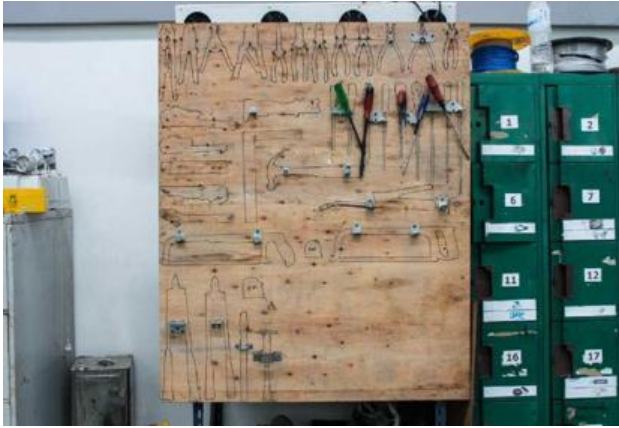
Action: Inform the site supervisor to remove the tools from Room 4.

7	Are the floors in 'common areas' free of trash and debris?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Meet
8	Are obsolete inventory and raw material eliminated from the area like below the table?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Below
9	Is the work in process organized so as to reduce travel time and other forms of waste?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
10	Is the work in process inventory reduced to the least possible amount?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Below
11	Are aisles, doorways, electrical panels, and fire extinguishers free from material and blockages? <i>There are no blockages in any of the aisles or doorways.</i>	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Meet
12	Are tripping hazards and obstructions eliminated from the area?	(1/1)	MEET	27.Mar Below	25.Mar Meet	22.Mar Below	21.Mar Below

SET IN ORDER (11/11) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
13	Location indicators - Are Sub-Con locations clearly marked?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
14	Item Indicators - Are shelves clearly marked with location?	(1/1)	MEET	27.Mar Meet Meet Below Below
15	Quantity Indicators - Are Finished Goods stacked to correct No. of boxes?	(1/1)	MEET	27.Mar Meet Below Meet Meet
16	Parking/loading docks - Are all unused trucks and forklifts parked in the designated area?	(1/1)	MEET	27.Mar Meet Meet Meet Below
17	Material storage - Is stock rotation (FIFO) being adhered to?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
18	Are work areas, storage areas, and equipment surroundings clearly labeled, marked, and/or footprinted if necessary?	(1/1)	MEET	27.Mar Below Meet Below Below
19	Are storage places for tools and equipment designated and marked?	(1/1)	MEET	27.Mar Meet Below Meet Meet

5S WAREHOUSE CHECKLIST



16 Apr 24 05:28 PM

The storage places for tools and equipment designated are properly marked and verified.

20	Are storage places for work in the process designated and marked?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Below
21	Is machinery, storage equipment and columns identified and numbered?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Meet
22	Are all pipes, controls and gauges identified and labeled to show function or purpose?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Meet	21.Mar Below
23	Are team bulletin boards current and in good order?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar -

SHINE

(11/11) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
24	Floors & gangways - Are floors, exits & entrances kept clear, clean and free of waste?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
25	Work Surfaces - Are work surfaces clean & tidy?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Meet	21.Mar Below
26	Cleaning Responsibilities - Is the person responsible for allocating cleaning duties? (Stores Supervisor)	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
27	Habitual cleanliness - Is the set standard being maintained?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Below
28	Are recycling bins located as necessary with trash and recycling being controlled in the area?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Meet
29	5S holding and disposal areas are well maintained?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Below
30	Are slot locations free of empty pallets and trash?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
31	Are machines clean, well kept and in good repair?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Below
32	Are slot locations in pick ready condition?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Meet
33	Are slot locations free of hanging shrink wrap or banding?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Below
34	Are floors and equipment in the area free of dirt/grease or fluids?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Meet

STANDARDIZED

(10/10) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
35	Concerns sheets - Are concerns regularly being generated?	(1/1)	MEET	27.Mar Below	25.Mar Meet	22.Mar Meet	21.Mar Meet

0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

5S WAREHOUSE CHECKLIST

36	Concerns - Are concerns regularly being acted upon?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Below
37	Operation standards - Are Operation Standards written, clear and actively used?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Meet
38	Check Sheets - Have checks been carried out & documentation completed?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Meet	21.Mar Below
39	Are shine maps available and employees aware of responsibilities	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
40	Is there a standard work in place including quality checks, and usage of work stations?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Meet	21.Mar Below
41	Are bins and parts property identified and labeled?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Meet	21.Mar Meet
42	Are supplies labeled and in their place?	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Below
43	Are footprinted and labeled areas adhered to?	(1/1)	MEET	27.Mar Meet	25.Mar Below	22.Mar Below	21.Mar Meet
44	Are visual safety signs and floor markings used to identify hazards in the area? The hazard signs are appropriate.	(1/1)	MEET	27.Mar Meet	25.Mar Meet	22.Mar Below	21.Mar Below

SUSTAIN (12/12) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
45	Training - Is everyone adequately trained in 5S procedures?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
46	Parts - Are parts being stored correctly?	(1/1)	MEET	27.Mar Meet Meet Meet Below
47	Timed Deliveries - Are times being adhered to?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
48	Cleaning routine - Is cleaning routine present & are ail toots & materials available?	(1/1)	MEET	27.Mar Meet Meet Below Meet Below
49	Hourly monitor - Are supplier delivery times adhered to?	(1/1)	MEET	27.Mar Below Meet Meet Meet
50	Are all start-up safety checks carried out and documented?	(1/1)	MEET	27.Mar Below Meet Meet Below
51	Is everyone within the area wearing proper personal protective equipment?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
52	Are unused tools, equipment, raw materials and work property stored?	(1/1)	MEET	27.Mar Below Meet Meet Below
53	Are emergency plans, labels, and equipment visible and property stored in the area?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
54	Are corrective actions from 5S audit identified and adhered to?	(1/1)	MEET	27.Mar Below Meet Meet Below
55	Are employees receiving weekly feedback on their 5S efforts?	(1/1)	MEET	27.Mar Meet Meet Meet Meet
56	Is there evidence of the 5S daily checklist being used and updated 5S audit scores on the team board?	(1/1)	MEET	27.Mar Meet Below Meet Below

COMPLETION (0/0) 0.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
57	Recommendations		Notify the site supervisor to make periodic checks and instruct workers to remove the tools from the floor and organize them to designated storage places after work.	

0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

5S WAREHOUSE CHECKLIST

COMMENTS & ACTION PLAN

Sort >> Sort

(AC10013) Is the floor clear of all tools, spare parts, and materials?

FINDINGS 'Below'

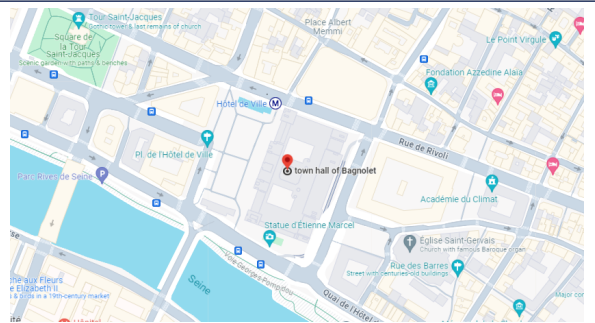
ACTION REQUIRED Inform the site supervisor to remove the tools from Room 4.

PRIORITY Low
DUE DATE 16 Apr 24
ASSIGNEE John Doe

DECLARATION

Handwritten signature of Jane Williams

Auditor (Jane Williams)



Here you can add a customized confidentiality disclaimer to fit the specific needs of your organization.