

Office 5S Audit Form

Directions:

For each statement, **circle** the score that best represents the occurrence of the observations taken.
1 = No evidence shown, **2 = Some** evidence in areas, **3 = Good** evidence in areas,
4 = Extensive evidence in areas, **5 = Found everywhere**, no exceptions (100%)

Step 1 SORT Sort out necessary & unnecessary items. The items deemed unnecessary and not being used should be removed from the area (incl. General area, workstations, personal storage areas, desk drawers, filing cabinets, PC electronic files, safe)	Very Poor	Poor	Good	Very Good	Excellent
1. Area is clear of unnecessary PC's, laptops, printers & equipment?	1	2	3	4	5
	Details:				
2. Area is clear of unnecessary inventory/WIP?	1	2	3	4	5
	Details:				
3. Area is clear of any unnecessary/personal photo/gadget/mug & other materials?	1	2	3	4	5
	Details:				
4. Area is clear of documents that are not essential, duplicate and or out of date documents?	1	2	3	4	5
	Details:				
5. General area is clear of personal items?	1	2	3	4	5
	Details:				
6. Aisles & adjacent floor areas clear of non-essential items?	1	2	3	4	5
	Details:				

Step 2 SET LIMITS AND LOCATIONS A place for everything and everything in it's place so it should be easy to find	Very Poor	Poor	Good	Very Good	Excellent
7. Only necessary PC's, laptops, printers & equipment identified, location defined, & stored in correct place?	1	2	3	4	5
	Details:				
8. Only necessary inventory / WIP (electronic and hard copy) identified, location defined, & stored in correct place?	1	2	3	4	5
	Details:				
9. Only necessary stationery materials identified, location defined, & stored in correct place?	1	2	3	4	5
	Details:				
10. Only necessary documentation identified (electronic and hard copy), locations defined & stored in correct place?	1	2	3	4	5
	Details:				
11. Aisles & all aspects of work areas are clearly defined?	1	2	3	4	5
	Details:				
12. Employees are hidden from view or boxed in with cabinets, inventory, or equipment?	1	2	3	4	5
	Details:				
13. Poor quality work is clearly identified ?	1	2	3	4	5
	Details:				
14. Area is well lit, all light fittings are working, and lighting is positioned to ensure maximum benefit?	1	2	3	4	5
	Details:				
15. There are no signages, other locator in the area?	1	2	3	4	5
	Details:				

Step 3 SHINE Eliminate rubbish and dirt in the office/school.	Very Poor	Poor	Good	Very Good	Excellent
16. Adjacent aisles & floors in the area are clean, free of unnecessary items and rubbish?	1	2	3	4	5
	Details:				
17. Equipment (phones, photocopiers, pc's, etc.) clean & free of dust and grime?	1	2	3	4	5
	Details:				
18. Are there an adequate number of containers for rubbish and confidential waste that are clean & maintained?	1	2	3	4	5
	Details:				
19. Cabinets, PC documents clean, orderly, & up to date?	1	2	3	4	5
	Details:				
20. Windows & walls do not contain posters that except in designated areas, no out of date/ irrelevant material?	1	2	3	4	5
	Details:				

