



General 5S Housekeeping Checklist

conducted for

Black Marketing Incorporation

Conducted on (Date and Time)

11 Jul 2018 08:52 AM

Inspected by

Kevin Johnson Santos

Location

Sheikh Zayed Rd & Abu Dhabi - Ghweifat International Hwy - Dubai - United Arab Emirates

Completed on





11 Jul 2018 12:38 PM

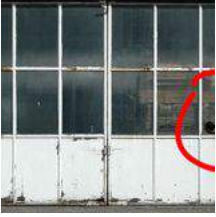
Score

57/85.0 - 67.06%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Is the floor area free of unwanted items?	0	There are unwanted items cluttered on the floor.
 <p data-bbox="140 674 256 701">Appendix 2</p>		
Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?	0	There are unwanted items on top of the cabinet.
 <p data-bbox="140 1122 256 1149">Appendix 3</p>		
Is there a general clutter free appearance?	0	This workarea had obstructions and clutters on floor.
 <p data-bbox="140 1534 256 1561">Appendix 4</p>		
Is it easy to find any item/document without delay?	0	Unorganized file folders.
 <p data-bbox="140 1946 256 1973">Appendix 8</p>		

Question	Response	Details
Are floors, walls, windows doors etc. maintained at a high level of cleanliness?	0	This door needs repair.
 <p data-bbox="140 506 256 533">Appendix 9</p>		
Does management provide support to 5S programme by recognition, resources and leadership?	0	No recognition program.
Are 5S posters and 5S points of work reminders displayed?	0	No posters for 5S activites.

Actions



#1. Remove the box on top of the cabinet.




Assignee: John@BMI.com
Priority: HIGH
Due Date: 12 Jul 2018 09:25 AM
Audit: Black Marketing Incorporation / 11 Jul 2018 / Kevin Johnson Santos
Linked to item: Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?
Status: To Do





#2. Change broken glass.

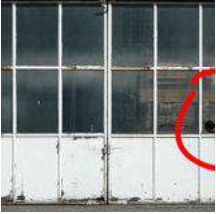
Assignee: jam@BMI.com
Priority: HIGH
Due Date: 18 Jul 2018 11:25 AM
Audit: Black Marketing Incorporation / 11 Jul 2018 / Kevin Johnson Santos
Linked to item: Are floors, walls, windows doors etc. maintained at a high level of cleanliness?
Status: To Do


Audit - 57/85 67.06%

Question	Response	Details
GENERAL INFORMATION		
Nature of work	Manufacturing	
Take a photo of the workspace.		
 <p>Appendix 1</p>		
<p>Use these score criteria for your inspection:</p> <ul style="list-style-type: none"> 3 - There is an ability to maintain it. 2 - This is being complied with more systematically. 1 - It is done but not systematically. 0 - Not at all. N/A - Not Applicable 		
SORT OUT - SEIRI		Score (5/15) 33.33%
Is the floor area free of unwanted items?	0	There are unwanted items cluttered on the floor.
 <p>Appendix 2</p>		

Question	Response	Details
<p>REFERENCE: The floor area is free from unwanted items. [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		
<p>Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?</p>	0	<p>There are unwanted items on top of the cabinet.</p>
 <p>Appendix 3</p>		
<p>Are items stored according to frequency of use?</p>	3	
<p>Are walls free of old posters, calendars, pictures , notices etc.?</p>	2	
<p>Is there a general clutter free appearance?</p>	0	<p>This workarea had obstructions and clutters on floor.</p>
 <p>Appendix 4</p>		

Question	Response	Details
<p>Capture photo(s) of red tagged items.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 5</p> </div> <div style="text-align: center;">  <p>Appendix 6</p> </div> <div style="text-align: center;">  <p>Appendix 7</p> </div> </div>		
SET IN ORDER - SEITON		Score (20/24) 83.33%
Are direction indications available to all facilities from the entrance onwards?	3	
Do all items of equipment have identification labels?	3	
Are all rooms, cubicles and similar areas clearly numbered or named?	3	
Are specific areas demarcated for garbage/rejects/waste, etc.?	2	Needs to improve markings and labels.
Are switches, fan regulators, controls, etc. labeled?	3	
Are all cables, wires, pipes etc. neat and straight?	3	
Is colour coding used effectively for easy identification?	N/A	
Is there a general appearance of orderliness?	3	
Is it easy to find any item/document without delay?	0	Unorganized file folders.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Appendix 8</p> </div> </div>		
Identify and allocate a place for all the materials needed for your work.	<ol style="list-style-type: none"> 1. Put all handtools at designated toolbox. 2. Put boxes in the storage room. 3. Remove and dispose damaged equipment. 	

Question	Response	Details
SHINE - SEISO		Score (12/15) 80.00%
Are cleaning schedules available and displayed?	3	
Are floors, walls, windows doors etc. maintained at a high level of cleanliness?	0	This door needs repair.
 <p>Appendix 9</p>		
Is use of adequate cleaning tools evident?	3	
Are machines, equipment, tools, furniture maintained at a high level of cleanliness and their maintenance schedules displayed?	3	
Is there a general appearance of cleanliness all round?	3	
STANDARDIZE - SEIKETSU		Score (12/12) 100.00%
Is a daily checklist used to standardize 5s procedures?	3	
Are standard check lists used to regularly inspect 5S?	3	
Are labels, notices etc. standardized?	3	
Do isles/pathways have a standard size and colour?	3	
Are pipes, cables etc. color coded?	N/A	
SUSTAIN - SHITSUKE		Score (8/18) 44.44%
Is there a system for how and when the 5S activities will be implemented?	3	
Does management provide support to 5S programme by recognition, resources and leadership?	0	No recognition program.

Question		Response	Details
Have first 3S become a part of the daily work?		1	Yes, but not practiced regularly.
Do employees show positive interest in 5S activities?		3	
Are 5S posters and 5S points of work reminders displayed?		0	No posters for 5S activites.
Are trainings and other programs implemented to sustain workplace organization?		1	5S principles was not practiced regularly.
COMPLETION			Score (0/1) 0.00%
Recommendation		<ol style="list-style-type: none"> 1. Keep floor area clean and free from unwanted items. 2. Keep cupboards, shelves, and tables free of unwanted items. 3. Remove red tagged items at the workplace. 4. Repaint markings and labels. 5. Organize filing folders for easy access on documents needed. 6. Maintain and sustain 5s programs. 	
Overall Rating		Failed	
Full Name and Signature of the Inspector	Kevin Johnson Santos	11 Jul 2018 12:37 PM	

Media



Appendix 1



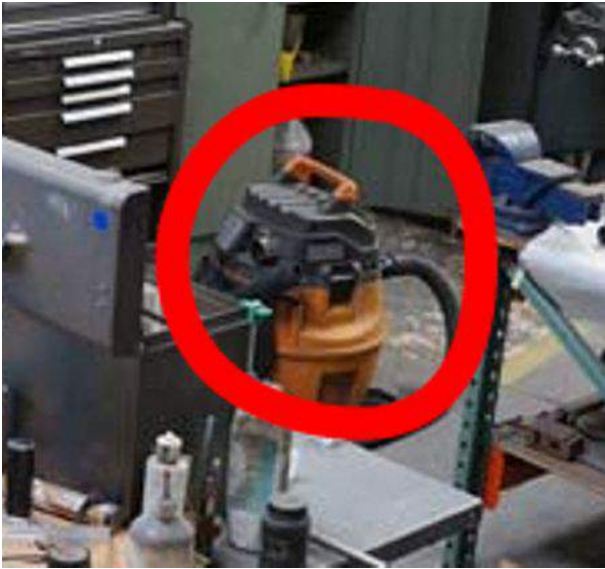
Appendix 2



Appendix 3



Appendix 4



Appendix 5



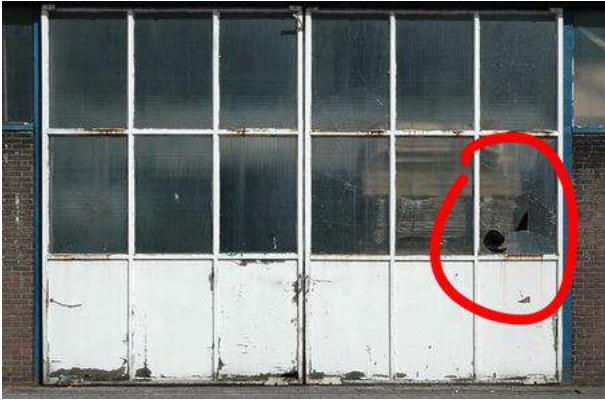
Appendix 6



Appendix 7



Appendix 8



Appendix 9