General 5S Housekeeping Checklist

General 5S Housekeeping Checklist / 14 Feb 2023
/ Kevin Johnson Santos

Complete

Score	67.06%	Flagged items	7

Client / Site

General 5S Housekeeping Checklist

Conducted on (Date and Time)	14.02.2023 14:39 PST
Inspected by	Kevin Johnson Santos
Location	Sheikh Zayed Rd & Abu Dhabi - Ghweifat International Hwy - Dubai - United Arab Emirates

Flagged items	7 flagged

Audit / SORT OUT - SEIRI

Is the floor area free of unwanted items?

There are unwanted items cluttered on the floor.

Photo 2

| | 0 |

Audit / SORT OUT - SEIRI

Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?

There are unwanted items on top of the cabinet.

Photo 3

| | 0 |

Audit / SORT OUT - SEIRI

Is there a general clutter free appearance?

This workarea had obstructions and clutters on floor.

Photo 4

| | 0 |

Audit / SET IN ORDER - SEITON

Is it easy to find any item/document without delay?

Unorganized file folders.

Photo 8

| | 0 |

Audit / SHINE - SEISO

Are floors, walls, windows doors etc. maintained at a high level of cleanliness?

	0

This door needs repair.

Photo 9

Audit / SUSTAIN - SHITSUKE

Does management provide support to 5S programme by recognition, resources and leadership?

	0

No recognition program.

Audit / SUSTAIN - SHITSUKE

Are 5S posters and 5S points of work reminders displayed?

	0

GENERAL INFORMATION

Nature of work

Manufacturing

Take a photo of the workspace.

Photo 1

Use these score criteria for your inspection:

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

3 flagged, 33.33%

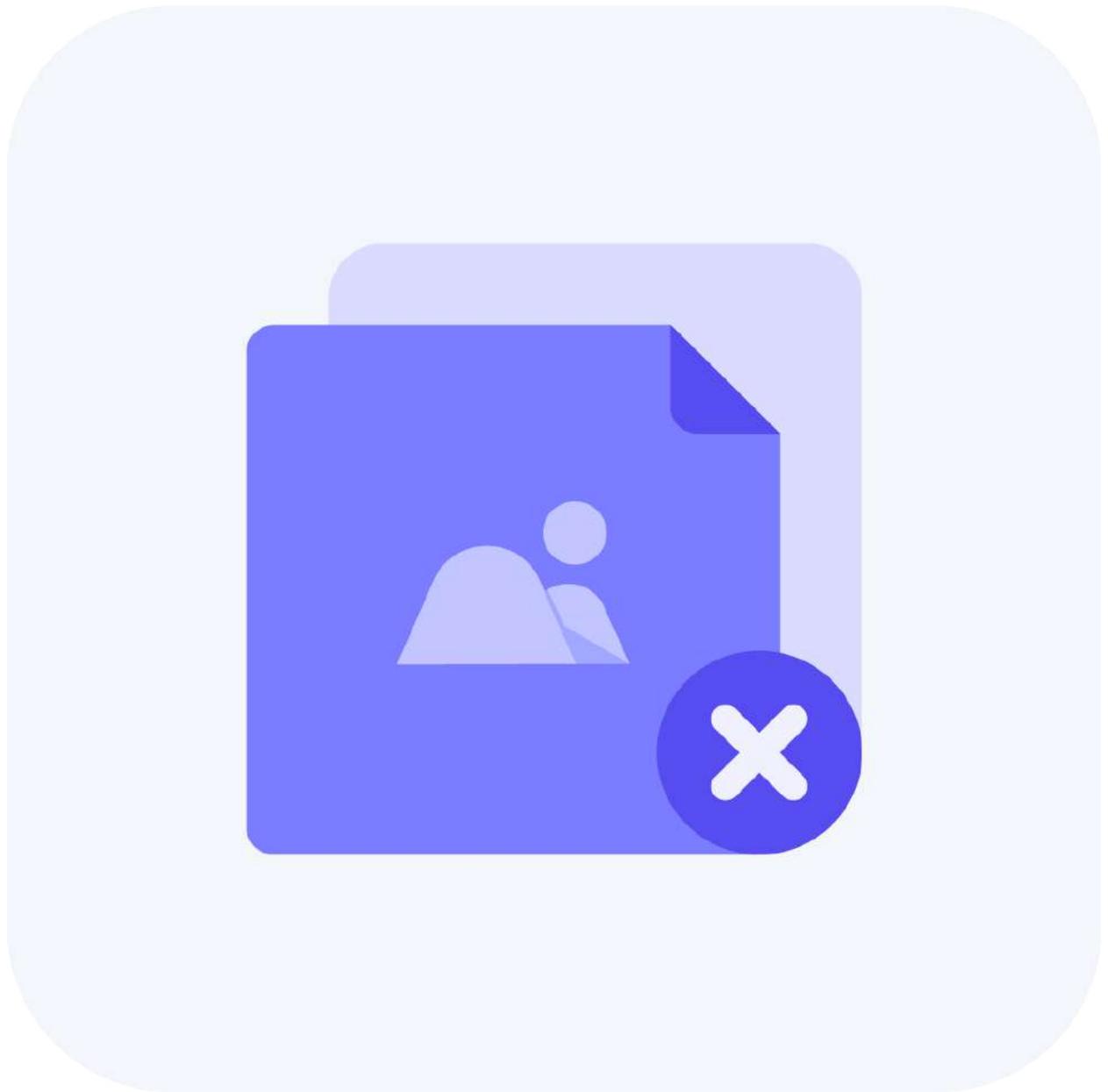### Is the floor area free of unwanted items?

0

There are unwanted items cluttered on the floor.

Photo 2

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]

Are tops and insides of all cupboards, shelves, tables, etc. free of unwanted items?

	0

There are unwanted items on top of the cabinet.

Photo 3

Are items stored according to frequency of use?	3
Are walls free of old posters, calendars, pictures , notices etc.?	2
Is there a general clutter free appearance?	0

This workarea had obstructions and clutters on floor.

Photo 4

Capture photo(s) of red tagged items.

Photo 5

Photo 6

Photo 7

SET IN ORDER - SEITON

1 flagged, 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.

Photo 8

Identify and allocate a place for all the materials needed for

your work.

1. Put all hand tools at designated toolbox.
2. Put boxes in the storage room.
3. Remove and dispose damaged equipment.

SHINE - SEISO

<div align="right">1 flagged, 80%</div>

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.

Photo 9

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

<div align="right">100%</div>

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

<div align="right">2 flagged, 44.44%</div>

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.

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

Are trainings and other programs implemented to sustain workplace organization?

	1

5S principles was not practiced regularly.

COMPLETION   0%

Recommendation

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 John Santos
14.02.2023 14:46 PST

Appendix

Photo 1

Photo 2

Photo 3

Photo 4

Photo 5

Photo 6

Photo 7

Photo 8

Photo 9