# FIVE S AUDIT & SCORECARD

**INSTRUCTIONS:** Read each item, then rank each.  Counts  over time illustrate 5S growth or trend.  Leave item blank if it does not apply:

**1 = low 3 = medium 5 = high**

| | | Rating | | |
|---|---|---|---|---|
| | **Sort** | *LOW* | *MED* | *HIGH* |
| 1 | Items in the workplace are stored in the right order. | | | |
| 2 | Unnecessary items are not within easy reach. | | | |
| 3 | Information on computer screens are logically  organized. | | | |
| 4 | Data to support work processes can easily be retrieved. | | | |

| | **Straighten** | | | |
|---|---|---|---|---|
| 1 | All steps are organized to promote process efficiency. | | | |
| 2 | Frequently used data files can be accessed quickly. | | | |
| 3 | Information systems support logical flow of work. | | | |
| 4 | Physical process flow is logical from beginning to end. | | | |

| | **Shine** | | | |
|---|---|---|---|---|
| 1 | Workplace is kept clear of unnecessary work. | | | |
| 2 | Staff encourage others to maintain a clean workplace. | | | |
| 3 | A person is assigned to oversee a clean and organized workplace. | | | |
| 4 | Desktops, computers, equipment and machines kept clean. | | | |

| | **Standardize** | | | |
|---|---|---|---|---|
| 1 | Staff are encouraged to standardize what they do. | | | |
| 2 | Staff help others to standardize procedures. | | | |
| 3 | Standards are clear. | | | |
| 4 | Continual effort to standardize procedures. | | | |

| | **Sustain** | | | |
|---|---|---|---|---|
| 1 | Work processes are documented. | | | |
| 2 | Staff have been trained. | | | |
| 3 | Controls in place to assure compliance with standards. | | | |
| 4 | Procedures regularly reviewed to keep them up-to-date. | | | |

| | | | |
|---|---|---|---|
| **Count:** | 0 | 0 | 0 |