

SOP: 5S Workplace Organization and Audit Checklist

1. Purpose

This SOP details the implementation and maintenance of the **5S workplace organization** methodology, including Sort, Set in Order, Shine, Standardize, and Sustain. It provides a comprehensive audit checklist to assess the organization, cleanliness, and efficiency of the workspace, ensuring a safe, productive, and orderly environment. The purpose is to promote continuous improvement, enhance operational efficiency, reduce waste, and foster a culture of discipline and accountability in the workplace.

2. Scope

This SOP applies to all personnel and work areas within the facility where 5S principles are to be implemented and maintained.

3. Responsibility

- **Management:** Provide resources, support, and oversight for the 5S program.
- **Supervisors/Team Leaders:** Ensure adherence to procedures and continuous training.
- **All Employees:** Participate actively in 5S activities, audits, and improvement suggestions.

4. Definitions

- **Sort (Seiri):** Eliminate unnecessary items from the workplace.
- **Set in Order (Seiton):** Arrange necessary items so they are easy to use and label them for easy identification.
- **Shine (Seiso):** Clean the workplace and keep it tidy.
- **Standardize (Seiketsu):** Establish standards for processes and procedures to maintain the first three S's.
- **Sustain (Shitsuke):** Maintain and review standards through regular audits and continuous improvement.

5. Procedure

1. Form a 5S team and assign roles.
2. Conduct initial 5S evaluation using the audit checklist.
3. Plan and execute 5S activities according to the 5S principles.
4. Document organization, cleaning, and standardization procedures.
5. Perform regular (e.g., monthly/quarterly) 5S audits and reviews.
6. Implement corrective actions and recognize improvements.

6. 5S Audit Checklist

5S Step	Audit Point	Yes	No	Comments/Actions Needed
Sort	Are unnecessary items removed from the workspace?			
	Are items not used daily removed or relocated?			
	Are obsolete items properly disposed of?			
Set in Order	Are items organized and easy to locate?			
	Are storage areas and items labeled clearly?			
	Is there a designated place for every item?			
Shine	Are all work areas clean and free of debris?			
	Are cleaning responsibilities assigned and followed?			
	Is equipment kept clean and in good working order?			

5S Step	Audit Point	Yes	No	Comments/Actions Needed
Standardize	Are standard practices documented and visible?			
	Are visual controls (labels, signs, checklists) properly implemented?			
	Are 5S activities included in routine processes?			
Sustain	Are regular audits conducted and documented?			
	Are employees trained and supportive of 5S practices?			
	Are improvement actions taken based on audit results?			

7. Records

- Completed 5S audit checklists
- Photos/documentation of improvements
- Corrective action reports and reviews
- Training documents

8. References

- 5S Methodology Guidelines
- Company-specific operational excellence standards