



5S Audit Sheet - Office

Zone		Audit Date	
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Zone Leader	
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Focus Area	#	Observation	Remarks & Suggestion	Score
Workstations	1	No irrelevant reference materials, documents, drawings, etc. found in drawers, tables and cabinets		
	2	Desks and cabinets are free of accumulations of papers and other objects		
	3	Safety equipment & Personal Protective Equipment are kept in designated place		
	4	Safety equipment are easy to access and no materials are kept hindering their access		
	5	They are in working condition & servicing is done as per schedule		
	6	Are there any loose wiring or by-pass wiring?		
	7	Are there any unsafe / potential injury causing conditions?		
	8	First Aid kits are available in accessible area		
	9	Required items are available in first aid kit with shelf life		
	10	First Aid items checking and replenishment period and responsibility are documented and followed		
Furnitures & Equipment	1	Storage area is defined to store unneeded items and out-dated documents		
	2	Standards for eliminating unnecessary items exist and are being followed		
	3	All tools and equipment are stored in designated place		
	4	Tools and equipment are well organized for ease of take and return		
	5	Labeling of cabinets, shelves and files allows immediate identification		
	6	Documents are filed in accordance with the Record Retention Guidelines		
	7	Displays are tidy, free of clutter, labeled and up-to-date		
	8	Cleaning schedule and checklist available near the machine		
Computer and storage systems	1	Computers and Printers are clean and dirt free		
	2	Locations of computers, printers, mousepads, phone are earmarked		
	3	Are they appropriately placed at the designaated location?		
	4	Printed papers (unwanted prints), excess black papers preent near printer / copier		
	5	Computer screen (desktop) is cluttered		
	6	All soft files are stored inside appropriate folders		
	7	Files are retrieveble without serching (within 30 seconds)		
	8	Recycling / trash bins and temporary storage bins are overflowing with unwanted files		



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	9	All wirings are properly channeled / ducted.		
	10	Email inboxes are overflowing with mails		
Building and Premises	1	Dust, Dirt, oil, waste material found on floor		
	2	The place is appropriately illuminated		
	3	Cleaning equipment available at designated place		
	4	Walls, Ceiling, Gangways, Windows are clean with no damages		
	5	All fans, lights and exhaust fans are working correctly		
	6	Air cutter, curtains and air handling systems are in working condition		
	7	Switches and corresponding electrical appliances are marked for identification		
	8	Pest/rodent control systems are in place and in working condition		
Audited By			TOTAL MARKS	