



DFC-LT-05 · Score each item 0 to 5. 0 = not done, 3 = done but not held, 5 = visual, owned and sustained.

Walk the area with the team, not about them. Score what you see today, not what is intended. Every score of 2 or below needs an observation and an action — a number with no action is just a grade.

AREA / CELL	AUDITOR	DATE
SHIFT	AREA OWNER	AUDIT #

1 SORT Seiri — only what is needed, in the quantity needed

#	Audit item	Score	Max	Observation — what you actually saw	Action / owner
1	Only tools, parts and fixtures needed for current work are present		5		
2	No obsolete material, WIP or scrap held in the area		5		
3	Red-tag area exists and items in it are dispositioned within the set time		5		
4	Nothing is stored on the floor, on top of cabinets or behind equipment		5		
5	Personal items and paperwork are limited to a defined place		5		
Subtotal — Sort		0	25	0% of pillar maximum	

2 SET IN ORDER Seiton — a place for everything, obvious at a glance

#	Audit item	Score	Max	Observation — what you actually saw	Action / owner
1	Every item has a marked home, sized and labeled for that item		5		
2	Floor markings define aisles, WIP, finished goods and equipment footprints		5		
3	Point-of-use storage: the tool is where the work is, within reach		5		
4	Min and max levels are marked and visible without opening anything		5		
5	A missing item is obvious within seconds		5		
Subtotal — Set In Order		0	25	0% of pillar maximum	

3 SHINE Seiso — cleaning as inspection

#	Audit item	Score	Max	Observation — what you actually saw	Action / owner
1	Floors, equipment and work surfaces are clean at the time of the audit		5		
2	Cleaning is a scheduled task with a named owner and a time		5		
3	Leaks, damage and abnormal conditions are tagged, not tolerated		5		
4	Cleaning supplies are stocked, located and in good condition		5		
5	Sources of dirt and contamination are being removed, not just wiped		5		
Subtotal — Shine		0	25	0% of pillar maximum	

4 STANDARDIZE Seiketsu — the first three Ss written down

#	Audit item	Score	Max	Observation — what you actually saw	Action / owner
1	A visual standard for the area is posted and current		5		
2	Standard work for cleaning and checks is posted at the point of use		5		
3	Labels, colors and markings follow one plant-wide convention		5		
4	Audit results and the action list are posted where the team works		5		
5	Abnormalities have a defined response and escalation path		5		
Subtotal — Standardize		0	25	0% of pillar maximum	

5 SUSTAIN Shitsuke — the habit holds without a reminder

#	Audit item	Score	Max	Observation — what you actually saw	Action / owner
1	Audits happen on schedule and by the assigned layer		5		
2	Open actions from the last audit are closed or have a committed date		5		
3	The team runs the audit; leadership participates, not polices		5		

4	Score trend is flat or improving over the last six audits		5		
5	New team members are trained to the 5S standard before working alone		5		
	Subtotal — Sustain	0	25	0% of pillar maximum	

AUDIT SUMMARY

#	Result	Score	Max	Rating	Compared with last audit
	TOTAL 5S SCORE	0	125		
	SCORE AS A PERCENTAGE	0%		Start here — pick two actions	

Scoring key 0 = not done 1 = started 2 = partial, inconsistent 3 = done to standard 4 = standard held without reminders 5 = visual, owned and improving



Enter each completed audit. The chart updates as rows fill.

One row per audit. Watch the slope, not the score — a flat 62 that never moves is a sustain problem, not a sort problem.

Audit date	Sort	Set in order	Shine	Standardize	Sustain	Total	%

5S score by audit



