



4302019 / 2nd Floor - Maritime Wing / 30 Apr 2019 / Thalia Summers

5S Audit Checklist Conducted on 30th Apr, 2019 By SafetyCulture Staff

Complete

Inspection score	Failed items
78.95%	5
Audit # 4302019	
Date 📅 30th Apr, 2019 ⌚ 3:02 PM +08	
Area 2nd Floor - Maritime Wing	
Audit by Thalia Summers	

Inspection / SORT

Only the required SPARE PARTS and MATERIALS are present in the area. Items not required for current projects are removed from the area or red tagged for removal.

0

Notes

Employees personal items are placed in their work desks

Photos



Photo 2

All TRIPPING HAZARDS such as electrical wires and equipment cables are removed from all working, standing, and walking areas.

0

Notes

We should practice good cable management for a pleasing and clean work environment. Also, managing cables and wires will help maintain basic functionalities and protect devices from clogged airflow

Photos

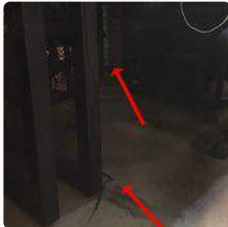


Photo 3



Photo 4

Inspection / SHINE

There is posted SCHEDULE showing times, frequency, and responsibilities to clean areas of the workplace such as windows, corners, walls, doors, tops of cabinets, etc.

0

Notes

Terry tells me that they haven't a visible schedule and just rely on orders to follow

Inspection / STANDARDIZE

Equipment MAINTENANCE RECORDS are visible and clearly state when maintenance last occurred.

0

Notes

Personally, I find it hard to keep track of these documents considering some of us are fond of using the paper forms. We should standardize the usage of iAuditor in our audits for easy collation of reports and data analysis

The RESULTS OF THE PREVIOUS AUDIT are posted and clearly visible for the entire team

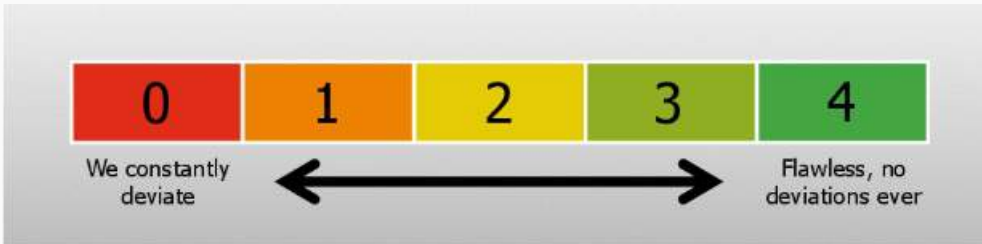
0

Inspection

5 Failed 78.95%

Directions

1. For each statement, choose the appropriate score. [Use image below as reference]
2. Tap on 'Note' or 'Image' under each question to add a comment or evidence
4. For identified failed items, assign a corrective action by tapping on 'Action', provide a description, assign to a member, set priority and due date.
5. Complete all items in the checklist & review score per section to identify the overall rate score.



Take or attach a photo of workspace

Photos



Photo 1

SORT

2 Failed

Only the required EQUIPMENT is present in the area. All obsolete, broken or unnecessary equipment not required for current projects are removed from the area or red tagged for removal

4

Only the required TOOLS are present in the area. Tools not required for current projects are removed from the area or red tagged for removal.

4

Only the required FURNITURE is present in the area. All obsolete, broken or unnecessary work-benches, shelves, chairs, lockers, etc. not required for current projects are removed from the area or red tagged for removal.

4

Only the required SPARE PARTS and MATERIALS are present in the area. Items not required for current projects are removed from the area or red tagged for removal.

0

Notes

Employees personal items are placed in their work desks

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Photo 2

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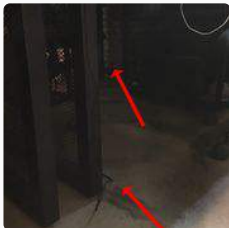


Photo 3



Photo 4

SET-IN-ORDER

EQUIPMENT/MACHINERY is clearly identified (numbered, named, color-coded, etc) and placed in a properly identified location. Critical maintenance points are clearly marked

4

Notes

Each item or equipment are numbered and labeled properly

Photos



Photo 5

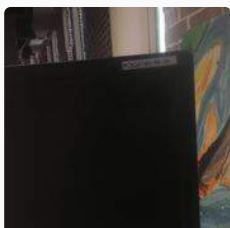



Photo 6

<p>TOOLS have a designated storage area that is within reach of the user/operator. The location is properly labeled and a system is in place to identify tools that are absent (shadowboard, etc.)</p>	<p>4</p>
<p>When applicable, FURNITURE is clearly identified (numbered, named, color-coded, etc.) and placed in a properly identified location.</p>	<p>4</p>
<p>Locations for CONTAINERS, WIP'S, BOXES, BINS, etc. are clearly defined via signs or marked/taped lines and properly labeled.</p>	<p>4</p>
<p>PAPERWORK is properly labeled and has a clearly identified location that is away from work surfaces</p>	<p>3</p>
<p>Photos</p>  <p>Photo 7</p>	
<p>Work areas requiring PERSONAL PROTECTIVE EQUIPMENT (PPE) are clearly marked (floor tape, safety signs/labels, etc.)</p>	<p>4</p>
<p>STOP SWITCHES AND BREAKERS are highly visible and located for easy access in case of emergency</p>	<p>4</p>
<p>FIRE HOSES, FIRE EXTINGUISHERS, and other emergency equipment are prominently displayed and are unobstructed.</p>	<p>4</p>
<p>FLOOR/AISLES are clearly marked; forklift lanes, exits, dangerous areas, paths of egress, walkways, aisles, etc. are all marked with visible lines (floor tape/floor paint).</p>	<p>4</p>
<p>Working conditions are ERGONOMICALLY FRIENDLY - Tools and other times needed for daily work are stored at appropriate heights, anti-fatigue mats are in place where applicable, related safety signage is displayed clearly, etc.</p>	<p>4</p>

The workspace layout accommodates EASY UNOBSTRUCTED EXIT in case of emergency. The emergency exit route is posted in conspicuous location for all to see

Photos



Photo 8

PAPERWORK is properly labeled and has a clearly identified locations is away from work surfaces	4
WORK AREAS (Machines, workbenches, dies, and other equipment including electrical boxes) are kept clean and painted.	3
WALLS, PARTITIONS, RAILS, ETC. are kept clean and painted.	2
FLOORS are free from dirt, debris, oil, parts, hardware, empty boxes, etc. and all drains (if applicable) are clear of debris and clogs	4
PAPERWORK is not torn and is kept clean and protected from dirt and other contaminants	4
CONTAINERS, BOXES, BINS, ETX. are clean and not cracked, torn, or otherwise damaged. When stored, they are neatly stacked in their correct location.	4
All PERSONAL PROTECTIVE EQUIPMENT (PPE) is maintained in sanitary and reliable condition and is properly stored in an easily accessible and labeled location when not in use.	4
All CLEANING EQUIPMENT is neatly stored and is readily available when needed.	4
All EQUIPMENT SAFETY - related warnings, signs, labels, floor lines, etc. are all clean, easy to read, not torn or damaged, and provide adequate protection	4
There is posted SCHEDULE showing times, frequency, and responsibilities to clean areas of the workplace such as windows, corners, walls, doors, tops of cabinets, etc.	0
<p>Notes</p> <p>Terry tells me that they haven't a visible schedule and just rely on orders to follow</p>	

<p>TOOLS, EQUIPMENT, PAPERWORK, FURNITURE, ETC is stored neatly in designated areas and are returned to their proper homes immediately after use.</p>	<p>3</p>
<p>Equipment MAINTENANCE RECORDS are visible and clearly state when maintenance last occurred.</p>	<p>0</p>
<p>Notes</p> <p>Personally, I find it hard to keep track of these documents considering some of us are fond of using the paper forms. We should standardize the usage of iAuditor in our audits for easy collation of reports and data analysis</p>	
<p>PRODUCT WASTE (shavings, containers, liquids, wrappers, etc.) is consistently and regularly cleaned up and removed from workspace.</p>	<p>4</p>
<p>PREVENTATIVE MEASURES have been implemented to ensure the workplace meets 5S guidelines (e.g., systems that do not allow waste to accumulate such as containers to collect product debris from machines)</p>	<p>2</p>
<p>Notes</p> <p>Upon inspection, there is a need to update guidelines to continually improve workspace organization</p>	
<p>The WORK ENVIRONMENT satisfies the requirements of the work being performed- Lighting brightness and color, temperature, air flow and quality etc.</p>	<p>4</p>
<p>The RESULTS OF THE PREVIOUS AUDIT are posted and clearly visible for the entire team</p>	<p>0</p>
<p>AREAS FOR IMPROVEMENT identified during the previous audit have been addressed and completed.</p>	<p>2</p>

SUSTAIN


<p>A member of MANAGEMENT has participated in a 5S activity such as an audit or other activity within the past 3 audit periods</p>	<p>4</p>
<p>Notes This is the 2nd audit done in our area and so far everyone assigned has participated</p>	
<p>RECOGNITION is given to teams who get involved in 5S activities.</p>	<p>2</p>
<p>Notes Recognitions are done privately by supervisors to teams. I think we can improve this by including a deck for our facilities for stand-up meetings so that everyone within the organization is able to recognize the efforts done by said teams</p>	
<p>TIME AND RESOURCES are allocated to 5S activities (e.g., designated daily/weekly clean-up time, 5S Team Leader).</p>	<p>4</p>
<p>Notes We have our facilities team to thank for regularly conducting 5S activities to help out the other employees in this floor maintain their workspaces clean</p>	
<p>All operators, team leaders, supervisors, etc. are assigned 5S ACTIVITIES to be completed at least once a week.</p>	<p>3</p>
<p>The team took the INITIATIVE to make improvements to the workplace that were NOT identified during the last audit.</p>	<p>4</p>

COMPLETION

Overall observation & recommendations

Overall, I wouldn't say that we did pretty badly with following our 5S guidelines given that it's only been a month since we started practicing the principles. But I would say that we've made great improvements compared to the early weeks of implementation. Teams are supportive to the idea but lack a bit more initiative, I would like to see our teams having to do their part in keeping the office clean and organized without having someone to order them to. After all, applying 5S principles will definitely benefit each one of us in this workspace. I recommend updating our guidelines and review the results from this audit and hope to have issues identified here resolved immediately.

Name & Signature of Area Supervisor/ or any Assigned Employee



Thalia Summers
30th Apr, 2019 3:56 PM +08



Photo 1

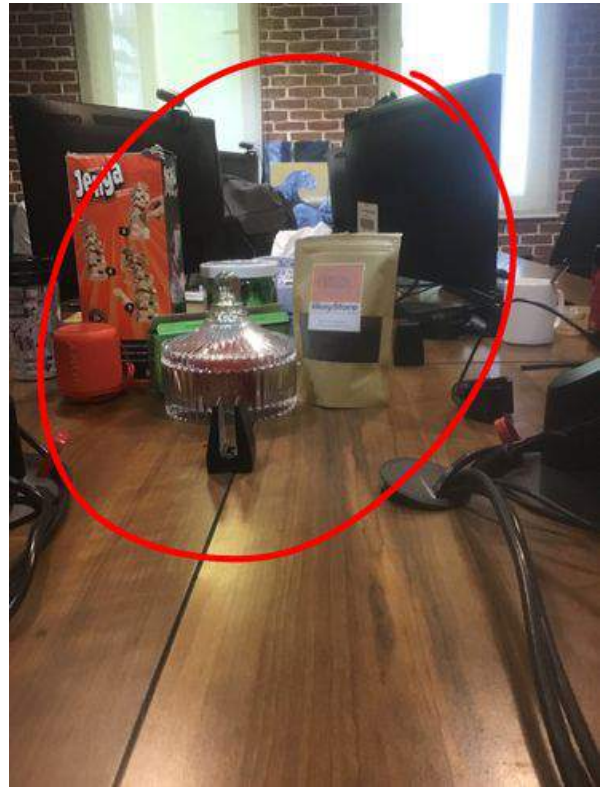


Photo 2

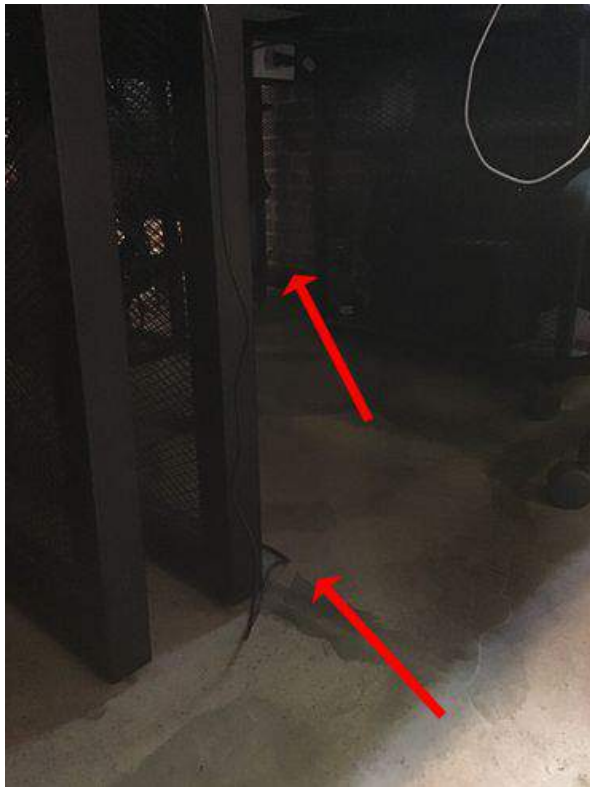


Photo 3

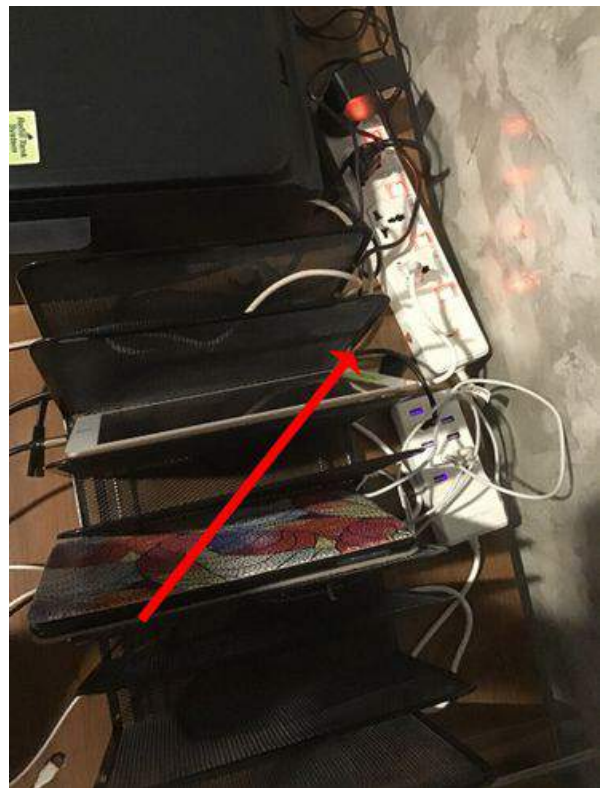


Photo 4



Photo 5

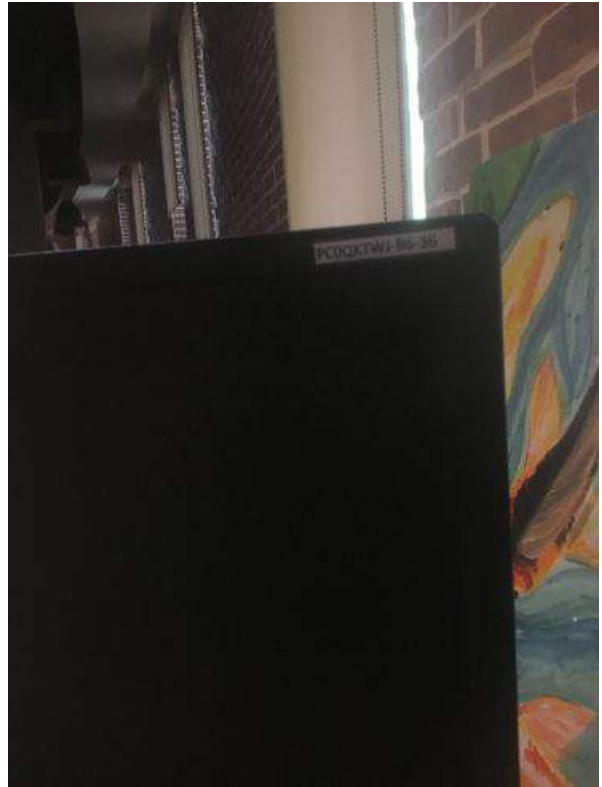


Photo 6



Photo 7



Photo 8