

General 5S's Checklist				
		Yes	No	ACTION (Inc. deadline)
1	Has dust and dirt been removed from all products, parts and materials?			
2	Has all rust that appeared on parts after cutting or cleansing been removed?			
3	Has all dirt been removed from stock shelves?			
4	Has all dirt been removed from storage areas for work-in-progress?			
5	Has all dirt been removed from transfer pallets for stock or work-in-progress?			
6	Has all dust and oil around machines and equipment been removed?			
7	Has all water, oil and dirt underneath machines and equipment been removed?			
8	Has all dust, grime and oily dirt been removed from machines and equipment?			
9	Have all oily or dirty fingerprints been removed from the sides of machines and equipment or control panel covers?			
10	Has all dirt on glass parts of oil levels and pressure gauges been removed?			
11	Have all lids and covers been taken off to get at internal grime and dust?			
12	Has all dust, grime and dirt been removed from air pipes and wires?			
13	Has all dust, grime and oil been removed from switching devices?			
14	Has all dust and dirt stuck on phototubes been removed with a soft cloth?			
15	Has oily grime and dirt been removed from every nook and cranny with wet rags?			
16	Has all dirt and dust been cleaned from jigs, tools and cutting blades?			
17	Has all oily grime been removed from moulds?			
18	Has all dirt and dust been removed from measuring tools?			
19	Are the items and shelves in the products warehouse free of dust?			
20	Are parts, materials, and shelves free of dust?			
21	Are machines free from dirt and excess oil?			
22	Is the area around machines free from chips and oil?			
23	Are all aisles and floors shining?			
24	Has a paint strategy been implemented?			
25	Is the factory floor free of iron chips and scraps?			

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27	Can you see quantity indicators at a glance?			
28	Are items stored perfectly: horizontally, vertically, at right angles, in parallel?			
29	Is storage 3-dimensional to make the best use of space?			
30	Is a first-in, first-out system being used?			
31	Are there partitions or cushions to keep items apart?			
32	Is dust being effectively avoided?			
33	Is the floor free of items stored directly on it?			
34	Is storage of defective items set?			
35	Are storage areas for defective items clearly labeled?			
36	Can all defective items be seen at a glance?			
37	Is storage for jigs and tools set?			
39	Are names or code numbers attached to all jigs and tools?			
40	Are there any unused items in storage?			
41	Is there anything in the aisles which is not in use?			
42	Are there any unnecessary machines?			
43	Are there any unnecessary items on or under the shelves?			
44	Are there any unnecessary items around or under the machines?			