

Are slot places and shelves free of empty pallets and

trash? Are they in a pick-ready state?

Material Handling Equipment Supplier
New & Used Sales. Service. Parts. Rentals.
Green Bay | Neenah | Wausau | Richfield
920-499-5181

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Warehouse 5S Checklist

Need help 5S-ing your warehouse? Contact Conger Industries today.

Date Inspected:				
Inspected By:				
Inspector Signature:				
Supervisor Signature:				
				N/A
1. Sort	Excellent	Average	Poor	N/A
Are there any unused machines or other equipment lying around?				
Is the floor free of all tools, parts, and supplies?				
Are all waste supplies in the right skips?				
Is unnecessary/unused equipment, tools, and machinery excluded from the area?				
Are common areas clear of trash and debris?				
Are old inventory and raw materials excluded from the used floor areas?				
Are tripping hazards and barriers excluded from the area?				
2. Set	Excellent	Average	Poor	N/A
Are shelves and other storage areas clearly labeled with location?				
Are finished goods and tools stacked to the correct number of boxes?				
Are warehouse workplaces for work in progress designated and registered?				
Are all unused forklifts and vehicles parked in designated areas?				
Does the warehouse adhere to stock rotation (FIFO)?				
Are warehouse-designated places for tools and equipment storage registered and marked?				
Are notice boards current and in good order?				
		-		
3. Shine	Excellent	Average	Poor	N/A
Are warehouse work surfaces clean and orderly?				
Is there a person responsible for allocating cleaning duties?				
Are warehouse machines and forklifts clean, neat, and in good repair?				
Does the warehouse have a set standard being sustained?				
Are the area's tools, machines, and floors free of dirt,				



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4. Standardize	Excellent	Average	Poor	N/A
Are workers' concerns being reacted to?				
Are floor markings and visual safety signs used to identify danger in the area?				
Are equipment/tools labeled and in place?				
Have operations standards been established and documented?				
Are boxes/items or property labeled and recognized?				

5. Sustain	Excellent	Average	Poor	N/A
Is everyone in the warehouse sufficiently trained in 5S procedures?				
Are set times and schedules being adhered to?				
Is there a cleaning routine available?				
Are all safety checks taken and documented?				
Is everyone in the work area wearing proper personal protection equipment?				
Are emergency labels, maps, and equipment visible and belongings stored in the area?				
Is there proof of the 5S daily checklist being used and refreshed 5S audit scores on the team board?				

Recommendations