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Warehouse 5S Checklist

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Date Inspected:	
Inspected By:	
Inspector Signature:	
Supervisor Signature:	

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, grease, and/or fluids?				
Are slot places and shelves free of empty pallets and trash? Are they in a pick-ready state?				

