


5S AUDIT CHECKLIST

DEVELOP A LEAN MANUFACTURING PLANT



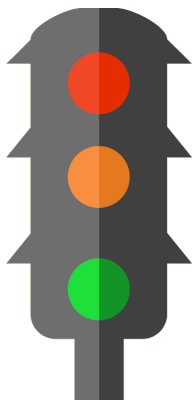
*Manufacturing is on the brink of a technological revolution. Stay relevant and competitive with our 5S Audit Checklist and **isolate hidden inefficiencies to save money**. By starting small and simple, you can avoid the high capital cost of adopting new technologies.*

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Y	N	QUESTION:
		Is everyone wearing proper safety gear?
		Are cleaning schedules documented and available?
		Are work zones clearly marked?
		Are all chemical hazards clearly labeled, stored, and out of the work area?
		Are all aisles and walkways clear from obstruction?
		Are all machines and work areas free from clutter and properly maintained?
		Are all checklists public and up to date?
		Are there any unnecessary supplies, equipment, and safety gear cluttering the worksite?
		Are stringent, documented safety practices documented, posted, and in place?
		Is the workforce trained on lean concepts, principles, and methods to improve productivity?
		Are quality control principles implemented?
		Are metrics on quality control measures reviewed and posted?
		Are new strategies for improving quality control metrics developed and implemented?
		Does the line move at a consistent pace?
		If there is room for improvement in the line pace, is there a strategized plan for improving efficiency and productivity?
		Do any parts of the machine need to be replaced?
		Is unnecessary or outdated paperwork lying around?
		Are SOP's included in your documented, shared, and reviewed safety procedures?
		Are trash receptacles provided for each work area?
		Is storage space for equipment, gear, tools, and hazards sufficient?
		Is oil applied to machines that are not in use?

		What is the general level of cleanliness, 1-10 per work area?
		How close is lighting, per work area, to the optimal level?
		Do you have any personnel who commit to monthly or bi-monthly intensive cleaning?
		Is process waste disposed of in an appropriate manner?
		Are recyclable process wastes sent off appropriately?
		Is each lot area identified on the plant's color coded map?
		Are there any outdated machines or equipment that should be stored, sold, or donated?
		Are all storage areas appropriately labeled, color coordinated, and organized?
		Are large machines and equipment regularly wipe clean of shavings, oil, and other wastes?
		Are tools easily found when required? Are any tools lying in floor space?
		Does the facility have sufficient ventilation?
		Does regular oil/greasing of machinery ensure no spillage is possible?
		Are all electrical outlets, points, and sources properly insulated?
		Is floor area free from bumps, mounds, and other obstructions that could cause trips?
		Are all mobile or revolving parts of machines equipped with safety guards?
		Are there any unused jigs, tools, dies or similar items?
		Has your team clearly marked which items are unnecessary?
		Are there any obsolete standards which still in place, which the 5S takes place of?
		Is equipment maintenance and inspection scheduled and documented?
		Are process monitoring devices (gauges and measuring instruments) calibrated?
		Is tool life monitored in case of tool controlled processes?
		Are maximum and minimum allowable quantities indicated for storage areas?

	Are all storage areas marked with location indicators, addresses, and outlined on the color-coded map?
	Are pathways clearly indicated by white or red tape?
	Do storage areas have signboards showing which items go where?
	Is there a policy to promote the sharing of responsibilities: tasks critical to implementing your 5S strategy?
	Are document expiry times shown?
	Are the owners of various information displays (posters, pamphlets, directories, maps) known?
	Is there an effective pest control system in place?
	Are success stories (of 5S implementation) displayed?
	Is all signage on walls up to date?
	Is your leadership team enforcing 5S habits?
	Is there accountability for implementing 5S principles?
	Are all cleaning tools and supplies readily available and/or properly stored away?
	Are all audit forms, checklists, and inspection lists being utilized?
	Are all wires, cables, cords, and ropes bundled and out of the walkway?
	Is there a working log of all necessary and unnecessary equipment available to key players?
	Is there a working log of all safety hazards?
	TOTAL



<22 checked 'yes' = You're losing money!

22-44 checked 'yes' = You've got room for improvement.

>44 checked 'yes' = Good job! you're running a lean plant



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