

5S Lean Manufacturing Toolkit

5S Quick Reference

S	Meaning	Objective
Seiri	Sort	Remove unnecessary items
Seiton	Set in Order	Everything has a place
Seiso	Shine	Clean & inspect
Seiketsu	Standardize	Create standards
Shitsuke	Sustain	Build discipline

Sort

Question	Yes	No	Score	Remarks
Unnecessary items removed				
Red tags used				
Only needed items kept				

Set in Order

Question	Yes	No	Score	Remarks
Items labeled				
Tools returned				
Floor markings visible				

Shine

Question	Yes	No	Score	Remarks
Machines cleaned				
Leaks checked				
Waste removed				

Standardize

Question	Yes	No	Score	Remarks
SOP displayed				
Checklist followed				
Visual controls updated				

Sustain

Question	Yes	No	Score	Remarks
Audits conducted				
Training completed				
Improvements reviewed				

3. Red Tag Form

Tag No: _____

Date: _____



Item: _____

Location: _____

Reason: _____

Action (Dispose/Repair/Relocate/Keep): _____

Owner: _____

Remarks: _____

4. Corrective Action Plan

Issue	Root Cause	Action	Owner	Due Date	Status

5. 30-Day Implementation Plan

Week 1: Sort

Week 2: Set in Order

Week 3: Shine

Week 4: Standardize

Week 5: Sustain & Audit

6. Audit Summary

Department: _____ Auditor: _____ Date: _____

Overall Score: _____/100

Key Findings:



- _____
- _____
- _____
- _____
- _____

Corrective Actions:

- _____
- _____
- _____
- _____
- _____