**“TAIKI AKIMOTO” 5S AWARDS COMPETITION - 2021**

AUDIT SHEET - Manufacturing & Service Sector

|  |  |
| --- | --- |
| **Name of the Organization – Department / Section** | **Date of Audit** |

**Part 1**

|  |  |  |  |  |  |  |  |
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| **No.** | **Description** | **Poor** | **Fair** | **Good** | **Very good** | **Excellent** | **Total** |
| **1. 5'S' LEADERSHIP OF THE CEO & MANAGEMENT** | | | | | | | |
| Role & commitment of Top Management, Sustainability of 5S activity, Training Programs for Middle Management, Setting up 5S committees, 5S Campaigns. | | | | | | | |
| 1.1 | Involvement and commitment of CEO / Head of the Unit in implementation of 5S. | 1 | 2 | 3 | 4 | 5 |  |
| 1.2 | 5S Knowledge / Understanding / Awareness of all team members.  Level of involvement, engagement, and commitment of all team members in 5S Journey | 1 | 2 | 3 | 4 | 5 |  |
| 1.3 | A Comprehensive Manual developed with 5S requirements | 1 | 2 | 3 | 4 | 5 |  |
| 1.4 | 5S Steering Committee with all team members including top management & Internal Patrol team has been formed. | 1 | 2 | 3 | 4 | 5 |  |
| 1.5 | Evidence of 5S Training identification and facilitation provided | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (5's Leadership of the CEO & Management) ----> Total = 25** | |  |  |  |  |  |  |
|  | | | | | | | |
| **2. SEIRI - (SORTING)** | | | | | | | |
| Clutter Free Environment in Premises, Inside Offices, Workplace, etc; Evidence of removal of unwanted items should be evident all round. | | | | | | | |
| 2.1 | Outside and inside areas within the premises free of clutter | 1 | 2 | 3 | 4 | 5 |  |
| 2.2 | Unwanted items removed from Premises, Offices, Workplaces etc.; | 1 | 2 | 3 | 4 | 5 |  |
| 2.3 | Tops and insides of all cupboards, shelves, tables, drawers etc.; free of unwanted items. | 1 | 2 | 3 | 4 | 5 |  |
| 2.4 | Notice Boards - Current notices with removal instructions | 1 | 2 | 3 | 4 | 5 |  |
| 2.5 | Rules for disposal with Yellow Tags and Red Tags. A separate area for storing | 1 | 2 | 3 | 4 | 5 |  |
| 2.6 | Prevention of Seiri Projects established | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Seiri) ----> Total = 30** | |  |  |  |  |  |  |
| **3. SEITON - (ORGANISATION)** | | | | | | | |
| Ability to find whatever is required with the least possible delay, evidence of eliminating the waste of time throughout the Institute / Organization. | | | | | | | |
| 3.1 | Photographic evidence of Pre 5S Implementation and afterwards | 1 | 2 | 3 | 4 | 5 |  |
| 3.2 | Directional Boards to all facilities from the Entrance onwards | 1 | 2 | 3 | 4 | 5 |  |
| 3.3 | Factory / Stores etc; have Grid References clearly marked | 1 | 2 | 3 | 4 | 5 |  |
| 3.4 | All machines / Rooms / Toilets have identification labels | 1 | 2 | 3 | 4 | 5 |  |
| 3.5 | All equipment/Tools/Files etc; arranged according to 'Can See', 'Can Take Out' & 'Can Return' principle | 1 | 2 | 3 | 4 | 5 |  |
| 3.6 | X-axis, Y-axis alignment is evident | 1 | 2 | 3 | 4 | 5 |  |
| 3.7 | Visual control methods for defects/Rework/Files/ Equipment & to prevent mix-up. | 1 | 2 | 3 | 4 | 5 |  |
| 3.8 | Gangways clearly marked with Passageways/Entrances & Exit lines/ Curved door openings / Direction of travel. | 1 | 2 | 3 | 4 | 5 |  |
| 3.9 | Parking areas specified for vehicles, pallets, trolleys, garbage bins etc. (inside and outside) | 1 | 2 | 3 | 4 | 5 |  |
| 3.10 | Proper Wire management maintained | 1 | 2 | 3 | 4 | 5 |  |
| 3.11 | Switches, breakers, Fans and regulators are labeled | 1 | 2 | 3 | 4 | 5 |  |
| 3.12 | Storage areas maintained with Racks / Bins clearly marked | 1 | 2 | 3 | 4 | 5 |  |
| 3.13 | Retrieval time defined for storage items | 1 | 2 | 3 | 4 | 5 |  |
| 3.14 | Dedicated teams for Safety / Fire / First aid …etc. and sufficient training is given to them | 1 | 2 | 3 | 4 | 5 |  |
| 3.15 | Adequate fire extinguishers are available inside and outside of the organization | 1 | 2 | 3 | 4 | 5 |  |
| 3.16 | Methods adopted in machinery & equipment on safety measures | 1 | 2 | 3 | 4 | 5 |  |
| 3.17 | Methods adopted to protect the Employees / Visitors on safety measures | 1 | 2 | 3 | 4 | 5 |  |
| 3.18 | Emergency Fire Evacuation system is well established | 1 | 2 | 3 | 4 | 5 |  |
| 3.19 | Evidence of Safety Measures adopted in providing an excellent product / service | 1 | 2 | 3 | 4 | 5 |  |
| 3.20 | Maintenance methods of SEITON established | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Seiton)----> Total = 100** | |  |  |  |  |  |  |
| **4. SEISO - (CLEANLINESS)** | | | | | | | |
| The cleanliness all-round the Institute/Organization should have been carried out according to the 5S concept. | | | | | | | |
| 4.1 | Floors, Walls, Windows, Toilets, changing rooms in working order & clean | 1 | 2 | 3 | 4 | 5 |  |
| 4.2 | Daily self-cleaning (3 min/5 min) is practiced | 1 | 2 | 3 | 4 | 5 |  |
| 4.3 | Cleaning responsibility Maps & Schedules are displayed | 1 | 2 | 3 | 4 | 5 |  |
| 4.4 | Waste bin strategy is implemented | 1 | 2 | 3 | 4 | 5 |  |
| 4.5 | Evidence of daily (regular) cleaning records | 1 | 2 | 3 | 4 | 5 |  |
| 4.6 | Storage of cleaning tools - Brooms /Mops/Other equipment & Detergents | 1 | 2 | 3 | 4 | 5 |  |
| 4.7 | Machines/Equipment/Tools/Furniture at a high level of cleanliness & maintenance schedules displayed | 1 | 2 | 3 | 4 | 5 |  |
| 4.8 | General Appearance of cleanliness all round | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Seiso) ----> Total = 40** | |  |  |  |  |  |  |
| **5. SEIKETSU - (STANDARDISATION)** | | | | | | | |
| High level of standardization in all activities carried out in SEIRI, SEITON and SEISO and the evidence of such standards being practiced all round | | | | | | | |
| 5.1 | 5S Procedures adopted & standardized on check lists and Labels | 1 | 2 | 3 | 4 | 5 |  |
| 5.2 | 5S procedures are adopted & standardized in Corridors / Isles & Gangways | 1 | 2 | 3 | 4 | 5 |  |
| 5.3 | Visuals of Danger, Open & Shut directions on Valves / Doors etc., | 1 | 2 | 3 | 4 | 5 |  |
| 5.4 | Standardized Visuals on Oil / Lubricant Containers & Fire extinguishers | 1 | 2 | 3 | 4 | 5 |  |
| 5.5 | Pipes / Cables / Wires etc. are Color coded according to the International Standard | 1 | 2 | 3 | 4 | 5 |  |
| 5.6 | Standardization of Files, Records, Furniture & Equipment | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Seiketsu)----> Total = 30** | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| **6. SHITSUKE - (SELF - DISCIPLINE)** | | | | | | | |
| Evidence of disciplined approach to all 5S activities through proper Training & Development which shows the  sustainability in the long term. | | | | | | | |
| 6.1 | Evidence of regular 5S training programs for all categories of employees | 1 | 2 | 3 | 4 | 5 |  |
| 6.2 | 5S Knowledge / Understanding / Awareness of shop floor team | 1 | 2 | 3 | 4 | 5 |  |
| 6.3 | Evidence of small group activities | 1 | 2 | 3 | 4 | 5 |  |
| 6.4 | Promotion of Kaizen Schemes and records for Kaizen implementation | 1 | 2 | 3 | 4 | 5 |  |
| 6.5 | Evidence in Carrying out Internal Audits by Patrol Teams | 1 | 2 | 3 | 4 | 5 |  |
| 6.6 | Self-discipline amongst workforce, Good & Bad point stickers etc., | 1 | 2 | 3 | 4 | 5 |  |
| 6.7 | Evidence of 5S Slogan & Poster competitions among employees' families | 1 | 2 | 3 | 4 | 5 |  |
| 6.8 | Evidence of Self Discipline in overall at the Institution | 1 | 2 | 3 | 4 | 5 |  |
| 6.9 | Level of morale displayed by team members | 1 | 2 | 3 | 4 | 5 |  |
| 6.10 | Innovative methods adopted to improve morale of employees | 1 | 2 | 3 | 4 | 5 |  |
| 6.11 | Multi-skill operators / Staff | 1 | 2 | 3 | 4 | 5 |  |
| 6.12 | Employee Involvement in CSR activities related to 5S | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Shitsuke) ----> Total = 60** | |  |  |  |  |  |  |
| **TOTAL 1 (Leadership & 5S Implementation) -----------> Total = 285** | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| **Part 2 – ( KPIs )**  **P Q C D S M (Product / Quality/ Cost / Delivery / Safety / Morale) Not for Government Organizations** | | | | | | | |
| **7. PRODUCTIVITY / SERVICES** | | | | | | | |
| Measures how efficiently inputs to Output are used to produce goods & services with better management techniques and work method. | | | | | | | |
| 7.1 | Evidence of improved productivity per employee | 1 | 2 | 3 | 4 | 5 |  |
| 7.2 | Evidence of productivity increase (Eg: Sales/Production / Ratios etc. | 1 | 2 | 3 | 4 | 5 |  |
| 7.3 | Space utilization & Space saving though 5S | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Productivity / Services) ----> Total = 15** | |  |  |  |  |  |  |
| **8. QUALITY** | | | | | | | |
| Goal is to create satisfied customers by doing 100% right work, responding speedily to requirements every time thus gaining trust & confidence | | | | | | | |
| 8.1 | Reduction of Rejects & Reworks | 1 | 2 | 3 | 4 | 5 |  |
| 8.2 | Reduction of Customer complaints & Claims | 1 | 2 | 3 | 4 | 5 |  |
| 8.3 | Customer Satisfaction on quality is measured | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Quality) ----> Total = 15** | |  |  |  |  |  |  |
| **9. COST** | | | | | | | |
| The intrinsic cost of providing products / services to declared standards by a given specified process right first time and every time | | | | | | | |
| 9.1 | Evidence of reduction in cost of materials | 1 | 2 | 3 | 4 | 5 |  |
| 9.2 | Evidence of reduction in cost of labour | 1 | 2 | 3 | 4 | 5 |  |
| 9.3 | Evidence of reduction in cost of energy | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Cost)----> Total = 15** | |  |  |  |  |  |  |
| **10. SAFETY** | | | | | | | |
| The overall safety to Employees, Visitors and property is evidently displayed by the use of 5S Process | | | | | | | |
| 10.1 | Evidence of the Effect on safety measured by less accidents occurred in the year | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Safety)----> Total = 05** | |  |  |  |  |  |  |
| **11. DELIVERY** | | | | | | | |
| Evidence in the reduction of the delivery time of the Product / Service by the implementation of 5S process | | | | | | | |
| 11.1 | Evidence of reduced waiting time | 1 | 2 | 3 | 4 | 5 |  |
| 11.2 | Effective methods implemented through 5S method to shorten delivery time | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL (Delivery)----> Total = 10** | |  |  |  |  |  |  |
| **12. MORALE** | | | | | | | |
| Evidence in the OVERALL Institution / Organization of improving the Morale by the implementation of 5S Process | | | | | | | |
| 12.3 | No of Suggestions given by employees | 1 | 2 | 3 | 4 | 5 |  |
| 12.4 | Reduce Absenteeism | 1 | 2 | 3 | 4 | 5 |  |
| 12.5 | Reduce employee turnover | 1 | 2 | 3 | 4 | 5 |  |
| **TOTAL ----> Total = 15** | |  |  |  |  |  |  |
| **TOTAL 2 (PQCDSM) -----------> Total = 75** | |  |  |  |  |  |  |
| **GRAND TOTAL (Total for 5S + Total for PQCDSM) Total = 360** | |  |  |  |  |  |  |

**Part 3**

**For government Service only**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 13.1 | Benefit 1 | 5 | 10 | 15 | 20 | 25 |  |
| 13.2 | Benefit 2 | 5 | 10 | 15 | 20 | 25 |  |
| 13.3 | Benefit 3 | 5 | 10 | 15 | 20 | 25 |  |
| **TOTAL ----> Total = 75** | |  |  |  |  |  |  |
| **GRAND TOTAL (Total for 5S + Total of benefits) Total = 360** | |  |  |  |  |  |  |
|  | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| TOTAL FOR 5 S CONCEPT (Part 1) + KPI’s (Part 2) for private sector | | | | 360 | | % |
| TOTAL FOR 5S CONCEPT (Part 1) + benefits + (Part 3) for government sector | | | | 360 | | % |
|  | | | |  | |  |
| Grading | Excellent (100-75%) | Good (74-60%) | Fair (59-35%) | | Poor (>34%) | |
| Achievement |  |  |  | |  | |

**REMARKS - …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………**

**AUDITED BY:**

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| --- | --- | --- |
| **#** | **Name** | **Signature** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |