6S audit checklist

Fifteen checks, each with what good looks like. Score every check 1 to 5 (5 = matches the standard, 1 = far from it). Anything below 4 is a finding: write it on page 2 and give it **one owner and one date**.

AREA _____ DATE _____ AUDITOR _____ TEAM _____

Section	Check: what good looks like	Score
Sort	**Only items needed for current work are in the area.** Every tool, material, document and container in the area is used here in a normal week; anything else has been removed or red-tagged.	1 2 3 4 5
	Excess stock, scrap and unused equipment are red-tagged or gone. No surplus material, scrap, broken tool or idle fixture sits in the area without a red tag and a date.	1 2 3 4 5
Set in Order	**Needed items are within reach of where they are used.** Tools and materials used at a station are within a step of it, most-used closest.	1 2 3 4 5
	Every tool and material has a labeled home, and is in it. Each item has a marked place (shadow, label or bin); nothing is out of place except what is in use right now.	1 2 3 4 5
	Floor markings are visible, complete and respected. Aisle lines and keep-clear zones are unbroken and readable, and nothing is parked on them.	1 2 3 4 5
Shine	**The work area is clean.** No oil, chips, dust or debris on the floor, benches, machines or shelves beyond what the current job is making right now.	1 2 3 4 5
	Machines are cleaned on schedule, and problems found while cleaning are reported. No built-up grime; any leak, loose part or wear seen during cleaning has a tag or a work request.	1 2 3 4 5
Standardize	**The area matches its posted standard.** A photo or standard is posted for the area, and the area looks like it right now.	1 2 3 4 5
	Visual controls are accurate and current. Labels, shadow boards, floor markings and kanban signals match what is actually there.	1 2 3 4 5
	A current 6S schedule is posted, with owners, and is being signed off. A routine names who does what and when, and its sign-offs are up to date for this week.	1 2 3 4 5
Sustain	**Earlier 6S improvements are still in place.** Every improvement from earlier walks is still in use; nothing has slid back.	1 2 3 4 5
	The area has a named owner. A person or team is named as owner of the area, posted or known to everyone working there.	1 2 3 4 5
	Earlier findings are closed or being worked. Every open finding from earlier walks has an owner and a due date that hasn't passed.	1 2 3 4 5
Safety	**No uncontrolled hazard is present.** No trip hazard, unguarded edge, unsecured load, exposed wiring or uncontrolled chemical in the area.	1 2 3 4 5
	Aisles, exits and emergency equipment are clear and reachable. Extinguishers, eyewash, exits and electrical panels are unobstructed and visible from the aisle.	1 2 3 4 5

Total _____ / 75 Average _____ / 5

A section with every check at 5 is a Clean section.

Findings: one owner, one date

A finding nobody owns is a finding nobody fixes. For each one: what is wrong, who owns the fix, when it is due, and who checked it was done. The person who checks should not be the person who fixed it.

#	Check / what is wrong	Owner	Due	Fixed	Verified by
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Doing this on paper every week? Vector Operations Pro runs these same 15 checks on your phone (iPhone or Android): a photo and a pin on the map for every finding, one owner and a date, an email when it is theirs, overdue work that climbs the org chart on its own, and the before and after photos in one PDF. Free to try: download the app and tap **Try the Demo**.