
5S Audit Scoring And Follow Up Action Plan

1.0 Objective & Quality Standard

The objective of this procedure is to standardize the 5S audit process, ensuring consistent scoring of work areas against the 5S criteria (Sort, Set in Order, Shine, Standardize, Sustain). The acceptable quality standard is a minimum score of 80% per area. Any area scoring below 80% triggers a mandatory corrective action plan with defined owners and deadlines.

2.0 Required Tools & Gauges

- 5S Audit Checklist (printed or digital via ShopDocs)
- Digital camera or smartphone for photographic evidence
- Red tags and red tag log
- Clipboard and pen (if using paper checklist)
- Measuring tape (optional, for verifying shadow board placement)

3.0 Safety & Material Handling

- Wear safety glasses and steel-toed boots during the audit walkthrough.
- Do not touch moving machinery or electrical panels during inspection.
- Be aware of forklift traffic and pedestrian walkways.
- Handle red-tagged items with care to avoid injury from sharp edges or heavy loads.

4.0 Step-by-Step Procedure

1. Notify the area supervisor 15 minutes before the audit begins to ensure minimal disruption.
2. Walk the perimeter of the work area and visually assess for any obvious clutter, unlabeled items, or safety hazards.
3. Using the 5S Audit Checklist, evaluate each of the five S categories: Sort, Set in Order, Shine, Standardize, and Sustain.
4. For each category, assign a score from 1 (poor) to 5 (excellent) based on the predefined criteria on the checklist.
5. Take at least two photographs per category: one wide-angle shot of the area and one close-up of any specific issue or best practice.
6. If any item is unneeded, out of place, or broken, attach a red tag and record it in the red tag log with date and location.
7. Calculate the total score as a percentage: $(\text{sum of all category scores} / 25) \times 100$.
8. If the score is 80% or above, provide positive feedback to the team and note any minor improvement suggestions.
9. If the score is below 80%, initiate a corrective action plan using the ShopDocs QA module or a paper form.
10. For each deficiency identified, assign a responsible person and a due date for completion.
11. Review the corrective action plan with the area supervisor and obtain their signature acknowledging the findings.

12. Schedule a follow-up audit within 7 days to verify closure of all corrective actions.

5.0 Verification & Defect Reporting

1. Verify that all red-tagged items have been either disposed of, relocated, or repaired before the follow-up audit.
2. If a corrective action is not completed by the due date, escalate to the production manager and update the action plan with a new deadline.
3. Log all audit scores and corrective action plans in the ShopDocs QA module for trend analysis and continuous improvement tracking.
4. If the same area scores below 80% for three consecutive audits, initiate a root cause analysis (RCA) to identify systemic issues.

Regulatory Disclaimer: This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.