



## Purpose

Give teams a fast, consistent way to spot housekeeping and workplace-organization gaps and turn them into concrete actions. The card focuses on **what matters on the floor**: visible standards, flow, and operator ownership. It's designed for **handwriting**, quick scoring, and posting at the team board.

## When to use

- **Daily/weekly** area walks (team leads or rotating auditors).
- Before a **shift handover** or **Gemba walk**.
- After a **red-tag/clean-up event** to lock in gains.

## How to use (5–10 minutes)

1. **Fill the header** (area, auditor, date, shift/week).
2. **Walk the area once** without stopping; then walk again to score each “S”.
3. **Score 0–5** per “S” (use the guide below). Avoid debate—record what you see now.
4. **Write 1–3 actions** that fix the top issues (who/when). Keep actions small and specific.
5. **Post the card** at the team board; review status in the next huddle.
6. **Attach photo refs** if useful (before/after, red-tags, examples).

## Scoring guide (0–5)

- 0 = Poor:** No standard visible; obvious disorder or safety risk.
- 1 = Weak:** Some attempts, mostly ad-hoc; frequent misses.
- 2 = Basic:** Standard exists but inconsistently followed.
- 3 = OK (meets baseline):** Standard visible and usually followed; occasional drift.
- 4 = Strong:** Clear ownership; sustained behaviors; exceptions rare.
- 5 = Exemplary:** Model area; proactive improvements evident; can be used as a benchmark.

## Turning scores into action

- **Log actions** with owner + due date.
- If a recurring issue spans areas, **raise a CI idea**.
- For deeper problems (e.g., contamination source), **open an A3**.

## Tips for better audits

- **Show reality, not presentation.** Don't tidy before the audit; learn from what you see.
- **Be specific.** “Shadow board missing 3 outlines at Station B” is better than “Improve 5S.”
- **Calibrate monthly.** Walk one area together and align what a “3 vs 4” looks like.
- **Close the loop.** At the next audit, first check last week's actions.
- **Visual proof.** Snap quick before/after photos; post them beside the card.
- **Safety first.** Any safety-relevant finding gets an immediate containment action.



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Area / Cell		Auditor		Date	
Department / Line		Shift		Week #	

S	Score (0–5)	What we check (examples)	Notes / Observations
<b>Sort</b>		<ul style="list-style-type: none"> <li>• Only needed items present</li> <li>• red-tag used</li> <li>• obsolete/expired removed</li> </ul>	
<b>Set in Order</b>		<ul style="list-style-type: none"> <li>• Everything has a visible home</li> <li>• labels/arrows</li> <li>• shadow boards</li> <li>• FIFO</li> <li>• travel path clear</li> </ul>	
<b>Shine</b>		<ul style="list-style-type: none"> <li>• Workstation clean</li> <li>• sources of dirt addressed</li> <li>• CIL points done</li> <li>• leaks tagged</li> </ul>	
<b>Standardize</b>		<ul style="list-style-type: none"> <li>• Standards/posters visible</li> <li>• min/max defined</li> <li>• audit rhythm in place</li> <li>• same across shifts</li> </ul>	
<b>Sustain</b>		<ul style="list-style-type: none"> <li>• Ownership clear</li> <li>• recent actions closed</li> <li>• behaviors consistent</li> <li>• leader checks happening</li> </ul>	

Legend: 0 =Poor, 3=OK, 5=Exemplary.



Total score ( out of 25 )	
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Rating ( R / Y / G )	
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*Suggested bands: Red  $\leq 17$ , Yellow 18–21, Green  $\geq 22$ .*

Photo refs	
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Top issue 1	
Top issue 2	
Top issue 3	

Audited with:	<input type="checkbox"/> Team lead <input type="checkbox"/> QA <input type="checkbox"/> HSE <input type="checkbox"/> Maintenance <input type="checkbox"/> _____	Next audit:	
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Issue	Action	Owner	Due	Status