

5S Workplace Organization Checklist

Introduction

5S is a Lean methodology that creates a clean, organized, and safe work environment. It stands for Sort, Set in Order, Shine, Standardize, and Sustain. Implementing 5S leads to improved efficiency, reduced waste, and enhanced safety.

How to Use This Checklist

This checklist will guide you through the implementation and auditing of 5S principles in your workplace. For each item, assess the current state and mark as 'Complete', 'In Progress', or 'Not Started'.

5S Checklist Items

1. Sort (Seiri)

Remove unnecessary items: Are all items in the workspace necessary for current operations?

Red tag program: Have unnecessary items been identified and tagged for removal or relocation?

Disposal/Relocation: Have red-tagged items been removed from the workspace?

Clear pathways: Are work areas and pathways free from obstructions?

2. Set in Order (Seiton)

Designated locations: Does every necessary item have a designated, easy-to-access location?

Visual controls: Are locations clearly marked (e.g., labels, outlines, colorcoding)?

Ergonomics: Are tools and equipment placed for ease of use and minimal motion?

First-in, first-out (FIFO): Is there a system in place for material flow?

3. Shine (Seiso)

Cleanliness standards: Is the workspace regularly cleaned and maintained?

Cleaning responsibilities: Are cleaning tasks assigned and understood?

Inspection: Are equipment and work areas regularly inspected for defects or abnormalities during cleaning?

Preventative measures: Are sources of contamination or dirt being addressed?

4. Standardize (Seiketsu)

Standard procedures: Are there clear, documented standards for Sort, Set in Order, and Shine?

Visual management: Are visual aids (e.g., checklists, photos, shadow boards) used to maintain standards?

Training: Is staff trained on 5S standards and procedures?

Regular audits: Are regular 5S audits conducted to ensure adherence to standards?

5. Sustain (Shitsuke)

Management commitment: Is there visible management support and promotion of 5S?

Continuous improvement: Are there mechanisms for ongoing review and improvement of 5S practices?

Recognition: Is good 5S practice recognized and reinforced?

Integration: Is 5S integrated into daily work routines and company culture?

Conclusion

Consistent application of the 5S principles will lead to a more productive, safer, and visually appealing workplace. This checklist serves as a guide to help you achieve and maintain these standards.

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