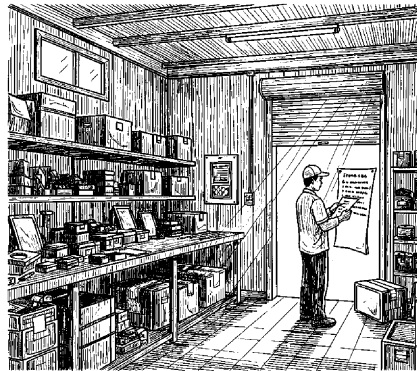


HIGH-VOLUME

WORKSHEET 2 OF 9

5S Weekly Workplace Audit

One area per week. Take no more than ten minutes on site. Record what you see, not what you expect.



Complementary worksheet for
Lean Operations Principles
by Ibrahim Anwar

What This Is For

A ten-minute weekly check that catches the moment a work area begins drifting from its established standard — before the drift becomes the new normal. 5S is not a tidying exercise run before audits. It is a system for making normal conditions and abnormal conditions immediately visible without needing to open a report or ask anyone. This audit checks whether that visibility is still working.

This worksheet exists because Seiketsu (standardize) and Shitsuke (sustain) are the two stages that most implementations abandon. The first three stages — sort, set in order, shine — tend to get done in the initial implementation session. The next two require a recurring check. Without a weekly ten-minute walk, the sorted area gradually re-accumulates items, tools migrate from their marked positions, and the standard condition photo on the wall stops matching what is actually on the bench. This sheet is the mechanism that prevents that drift.

Benefits

What you get when you actually run this worksheet on a real situation:

- Detects deviation within one week of occurrence, before it compounds into a structural drift requiring a full reset.
- Assigns a named owner and deadline to every deviation found, converting observation into accountability.
- Builds a weekly record that shows whether the same stage deviates repeatedly — a signal the standard itself needs updating, not just compliance.
- Reduces tool search time measurably over 60 days by maintaining Seiton consistently, freeing 15–30 minutes per employee per day.
- Creates an audit-ready documentation trail showing that 5S conditions are actively maintained, not just claimed.

Framework To Use

— 5S Sustain Loop

Five stages, checked in sequence. Each deviation triggers an owner and a deadline, not just a note.

SEIRI

Remove. Check: any item in the area not used in the past 3 months? If yes — remove or justify its presence.

SEITON

Set in order. Check: every tool at its marked position? Shadow outlines visible? Missing = immediate action.

SEISO

Shine. Check: floor, benches, equipment clean? No leaks, spills, or damage obscured by dirt?

SEIKETSU

Standardize. Check: standard condition photo posted? Does current state match the photo? Photo is the reference, not memory.

SHITSUKE

Sustain. Check: last week's audit action items closed? If not closed, this week's audit starts with last week's carryover.

How To Use

Follow these steps in order. Each one builds on the previous.

- 1 Choose one work area. Audit that same area for at least four consecutive weeks before rotating to another.
- 2 Walk through the area physically. Do not fill the sheet from a desk or from memory. Take the sheet into the area.
- 3 Check each 5S stage in sequence. For each stage, compare actual conditions against the standard condition description in column two. Write what you actually see in column three.
- 4 For each row where actual condition does not match the standard condition, mark Yes in the Deviation column.
- 5 For every deviation, write a named owner and a specific date in column five. 'Supervisor — by Friday' is acceptable. 'Team — soon' is not.
- 6 File the completed sheet. Next week's audit begins by checking whether last week's action items have been closed. Unclosed items from the previous week carry forward as the first row of Shitsuke.
- 7 After four consecutive weeks, review the pattern: which stage deviates most consistently? If the same stage appears every week, the standard may need revision, not stricter enforcement.

Example Use

A small auto-parts distributor's packing area was 5S-implemented eight weeks ago. The operations supervisor runs the weekly audit on a Tuesday morning.

Week 8 audit, packing area. Seiri: no unneeded items visible. No deviation. Seiton: four of twelve tool shadow outlines are empty. The tape guns are missing from their marked positions. Deviation — Yes. The supervisor writes: "Tape guns not at shadow positions. Check whether in use, lost, or stored elsewhere for convenience."

After the ten-minute audit walk, the supervisor finds the tape guns at the end of the packing table where a new employee has been working. The employee moved them because the shadow position feels awkward for left-handed use. This is a standard problem, not a compliance problem — the shadow positions were designed for right-handed reach without asking the team.

Action owner: supervisor. Deadline: Thursday. Action: reposition shadow outlines to accommodate both reach directions. Update the standard condition photo.

Seiso: one small hydraulic leak stain under a packing machine, previously hidden by packaging off-cuts. No audit had flagged it for two weeks because the floor was never properly cleared. Deviation — Yes. Owner: maintenance. Deadline: end of day.

Week 8 total: 2 deviations, both with owners and deadlines. The tape gun finding led to a standard revision that prevents the same drift from recurring. The leak finding prevented what would have been a maintenance issue. Both findings took ten minutes to discover.

The Worksheet

Tear this out, copy it onto a fresh sheet, or fill it in directly.

5S Weekly Workplace Audit

One area per week. Take no more than ten minutes on site. Record what you see, not what you expect.

5S STAGE	STANDARD CONDITION	ACTUAL CONDITION TODAY	DEVIATION? (YES / NO)	ACTION OWNER + DATE
Seiri	No items in the area unused in the past 3 months			
Seiton	Every tool at its marked position; shadow outlines visible			
Seiso	Floor, benches, and equipment clean; no leaks or spills			
Seiketsu	Standard condition photo posted and matches current state			
Shitsuke	Previous week's audit action items closed			

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Which stage had the most deviations this week? Is this the third consecutive week the same stage appears? If yes, the standard may need updating — write one candidate revision.

2. If Seiton deviations appeared: were tools missing from position because they were being used, lost, or placed elsewhere for convenience? Each cause has a different fix.

Tips and Traps

TIPS

- Take the physical sheet into the area. Filling it from memory or from a desk produces what you think is happening, not what is.
- Update the standard condition photo whenever a legitimate standard change is made. A photo that no longer matches the agreed standard is worse than no photo — it creates confusion about what the standard actually is.
- When the same stage deviates three weeks in a row, treat it as a standard revision signal rather than a compliance problem. A standard consistently ignored by more than one person almost always means the standard does not reflect the actual best working method.
- Assign deviations to the person with authority to fix them, not the person nearest the problem. A maintenance issue assigned to the packing supervisor will not be closed.

TRAPS

- Recording what should be true rather than what is actually observed. The standard condition column describes what should exist — the actual condition column must describe what the observer's eyes see today.
- Skipping the audit in weeks when operations are busy. Drift accelerates under operational pressure, which is exactly when the audit matters most.
- Closing action items on paper without verifying they were actually done. The next week's Shitsuke check must confirm physical closure, not just a tick.

Appendixes

Appendix A – Standard Condition Photo Protocol

When to take a new standard condition photo:

- Initial 5S implementation -> take photo before first audit
- After any standard revision -> retake photo same day as revision
- After a tool or layout change -> retake photo within 48 hours

Photo requirements:

- Full area visible in one frame (no cropping of work surfaces)
- All tool shadow positions visible and labelled
- Taken at the same time of day as future audits (lighting consistent)
- Printed and posted in the area at eye level from normal working position
- Digital copy saved with date in filename: "packing-area-5S-YYYY-MM-DD.jpg"

A photo that cannot be seen from the working position is not a visual standard.

A photo taken in ideal conditions that normal operations never replicate is not a useful reference.

Appendix B – Deviation Classification Guide

Before assigning a deviation to an owner, classify the cause type.

Cause type determines the fix type.

Cause: Tool in use elsewhere

- Fix: Add a second tool at the shadow position if demand justifies it, or add a sign indicating where the tool goes when not in use.

Cause: Tool stored elsewhere for convenience

- Fix: Revise the shadow position to the location where the tool naturally lands. The standard must follow observed behaviour, not fight it.

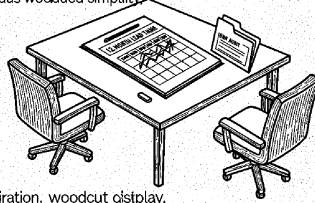
Cause: Tool lost or broken

- Fix: Replace and investigate how it was lost. Add an end-of-shift tool count to the Shitsuke check if this recurs.

Cause: New employee unfamiliar with standard

- Fix: One-on-one walkthrough of the standard condition photo. Add the standard to the onboarding checklist for this area.

prompt
clean black inu line drawing
Background onstroke_weright, no shading , no halftones,
ghading, no halftones, no cross_haching, no watening, no
no text, no signature, no signature, no dogmark.
watermark.
subject death with 12 month lead tin audit fable, two chairs.
Calm afescription, with a recently conclurled meeting.
composition. High cornet gentlemen, with gentered with with
woodus woodtued simplity.



inspiration, woodcut oisplay,
target_display reading

WHERE THIS WORKSHEET COMES FROM

Lean Operations Principles

Eliminate Waste Before Adding Capacity

by Ibrahim Anwar

This worksheet is one of nine in the *Lean Operations Principles* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

Available on Google Play Books

play.google.com/store/books

PT Hibrkraft Kreasi Indonesia · Cileungsi, Bogor · hibranwar.com