What this tool does

A structured 5S workplace audit: 5 sections (Sort, Set in order, Shine, Standardise, Sustain) × 5 questions, each scored 0–4. Gives section and overall %, a radar chart against your target and a 12-month trend.

How to use it

1	Agree the audit area and who audits (rotate auditors between areas for fresh eyes).
2	On the Audit tab, enter the area, date, auditor role and your target score (e.g. 80%).
3	Walk the area. Score each question 0–4 using the scoring guide on the Audit tab, and note what you saw in the Notes / actions column.
4	Edit the question wording if needed so it fits your site — keep the same 5 per section so scores stay comparable.
5	Open the Scorecard tab: section %, overall %, rating and radar chart update automatically. Low-scoring questions become your action list.
6	Each month, type the section % from the Scorecard into the next row of the 12-Month Trend tab to track progress.
7	Save a copy of the workbook per audit (e.g. '5S – Moulding – 2026-10') if you want to keep the question-level detail.

Colour key

	Yellow cells = your inputs. Type or paste here (paste as values: Ctrl+Shift+V / Cmd+Shift+V).
	Grey cells = calculated. They are locked so formulas aren't overwritten by accident.
	Teal/navy cells = headings.

Good to know

- Blank scores are ignored (not counted as zero), so a partly completed audit still gives a fair %.
- Every workbook ships with a filled worked example, marked "Example data — replace with yours". Overwrite or clear the yellow cells to start your own.
- Sheets are protected without a password, purely to stop accidental overwrites. To change the layout: Review > Unprotect Sheet (Excel) or Data > Protect sheets and ranges (Google Sheets).
- Works in Microsoft Excel (2010 or later), Google Sheets (File > Import or open from Drive) and LibreOffice Calc. No macros.

Licence: single-site use. Not for resale or redistribution. © CI-AI Fusion Ltd.

Questions or support: ciaifusionltd@gmail.com
CI-AI Fusion Ltd · ci-ai-fusion.netlify.app

SAMPLE

03 5S Audit Scorecard — Audit (input)

Example data — replace with yours

Area audited	Moulding hall – Presses 1–6
Audit date	2026-10-15
Auditor (role)	Production supervisor – Packaging
Target score	80%

Scoring guide

0 = Not started / not in place
1 = Started, many gaps
2 = In place in parts, inconsistent
3 = In place and mostly followed
4 = Fully in place, sustained and improving

#	Section	Question	Score (0–4)	Notes / actions
1	**1. Sort**	Only items needed for current work are in the area (no excess tools, parts, WIP).	4	
2	1. Sort	Unneeded items have been red-tagged and removed or dealt with.	4	
3	1. Sort	No obsolete equipment, packaging or materials stored in the area.	3	
4	1. Sort	Personal items are kept in designated places only.	4	
5	1. Sort	Walkways, exits and safety equipment are clear of obstructions.	3	
6	**2. Set in order**	Every tool, fixture and material has a labelled, designated home.	3	
7	2. Set in order	Shadow boards / outlines make missing items obvious at a glance.	2	
8	2. Set in order	Floor markings show walkways, WIP, scrap and storage zones.	3	
9	2. Set in order	Material locations show min/max levels and are replenished on time.	1	Min/max labels missing on 4 racks
10	2. Set in order	Items are returned to their home after use (checked on the walk).	2	
11	**3. Shine**	Floors, benches and machines are clean and free of debris, oil and dust.	2	
12	3. Shine	Machines are free of leaks, loose guards and obvious damage.	3	
13	3. Shine	A cleaning schedule exists, is visible and is signed off.	2	
14	3. Shine	Cleaning is used as inspection — abnormalities are tagged and reported.	1	Cleaning used as inspection not yet started
15	3. Shine	Waste and recycling bins are labelled, emptied and not overflowing.	3	
16	**4. Standardise**	Visual standards (photos of the 'right' condition) are posted.	2	
17	4. Standardise	Standard work / checklists are at point of use and being followed.	2	
18	4. Standardise	Labels, colour coding and signage are consistent across the area.	3	
19	4. Standardise	Actions from the previous audit have been completed.	1	6 of 10 previous actions closed
20	4. Standardise	Responsibilities for each zone are clear and displayed.	2	
21	**5. Sustain**	5S audits happen on schedule and results are displayed.	2	
22	5. Sustain	The team can explain 5S and their area standards.	1	Team brief on area standards needed
23	5. Sustain	The action board is current and actions have owners and dates.	2	
24	5. Sustain	Leaders walk the area and follow up on 5S regularly.	2	
25	5. Sustain	Improvements from past audits have been sustained.	1	Two shadow boards drifting back

SAMPLE