

5S Daily Checklist			Week # :					Team Leader Name:			
Items	1	2	3	4	5	PGL	Issue	Corrective Action	Responsible	Due Date	Status
1 Raw material stored in designated areas											<input type="checkbox"/>
2 Finished goods located in designated areas											<input type="checkbox"/>
3 Jigs stored in designated areas											<input type="checkbox"/>
4 Tools stored in designated areas											<input type="checkbox"/>
5 All WIP within designated areas											<input type="checkbox"/>
6 All WI/SWI/SOP in good condition and in correct locations											<input type="checkbox"/>
7 Machines free of WIP											<input type="checkbox"/>
8 Floor swept											<input type="checkbox"/>
9 All bins identified and not full											<input type="checkbox"/>
10 All trolleys in working order											<input type="checkbox"/>
12 Cleaning products/tools stored in cleaning station											<input type="checkbox"/>
13 Saws clean of swarf											<input type="checkbox"/>
14 Robot panels clean											<input type="checkbox"/>
15 All machines in good working order											<input type="checkbox"/>
Presses		<pre> graph TD A[Team leader or designated person performs audit daily] --> B{Conforming} B -- Yes --> C[Tick box] B -- No --> D[Place X in daily check box] D --> E[Enter a description of the issue] E --> F[Discuss issue with PGL to determine Corrective Action, Responsible person & due date.] F --> G[PGL to track status and update sheet] F --> H[PGL is to perform audit weekly to ensure audit process is conforming] H --> I[Checksheets are to be maintained by area PGL] </pre>									