

Standard card: before / after

Photos of the baseline and the target state from the same points. A copy hangs in the area and is updated after every change.

AREA / WORKSTATION

AREA OWNER

APPROVAL DATE

NEXT UPDATE

Point 1: _____

e.g. workstation / tool cabinet / materials rack / floor by the machine

BEFORE

paste photo

AFTER (STANDARD)

paste photo

WHAT MUST BE VISIBLE (STANDARD)

Point 2: _____

e.g. workstation / tool cabinet / materials rack / floor by the machine

BEFORE

paste photo

AFTER (STANDARD)

paste photo

WHAT MUST BE VISIBLE (STANDARD)

Point 3: _____

e.g. workstation / tool cabinet / materials rack / floor by the machine

BEFORE

paste photo

AFTER (STANDARD)

paste photo

WHAT MUST BE VISIBLE (STANDARD)

Rule: the standard must be understood in 1–2 minutes, without reading instructions. Replace the photos after every layout change.

APPROVED BY (SIGNATURE)

5S RESULTS BOARD

Update after every audit. The board must show the truth, also when the score falls.

PROCESS LAB PRO

5S-A3-02 | processlabpro.com

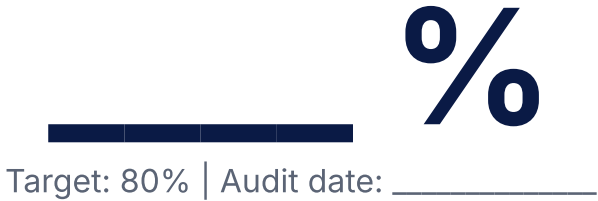
AREA

AREA OWNER

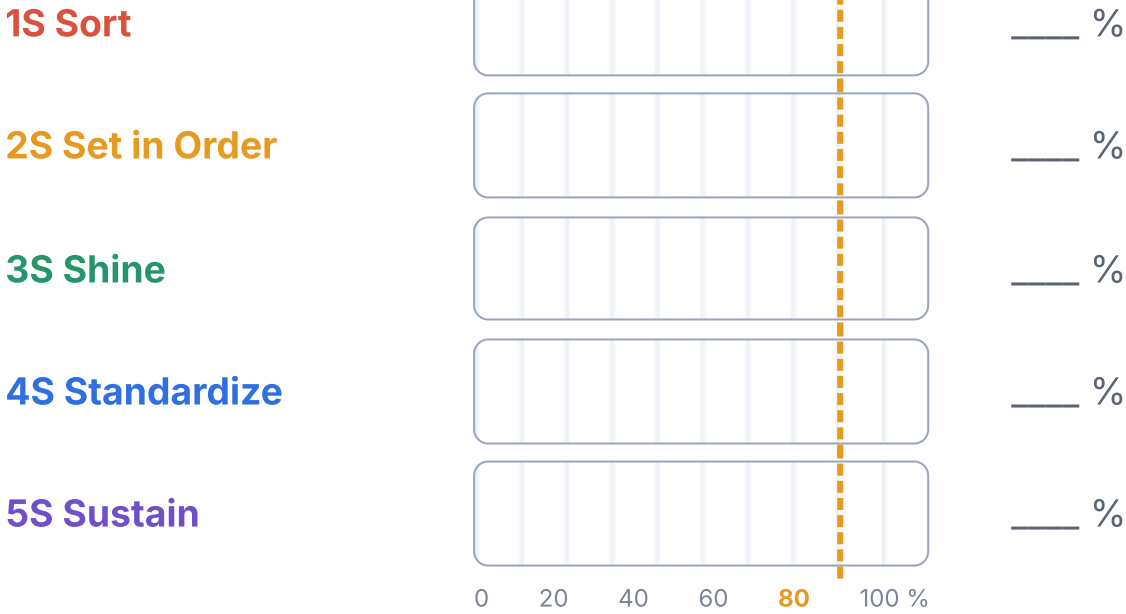
5S LEADER

NEXT AUDIT

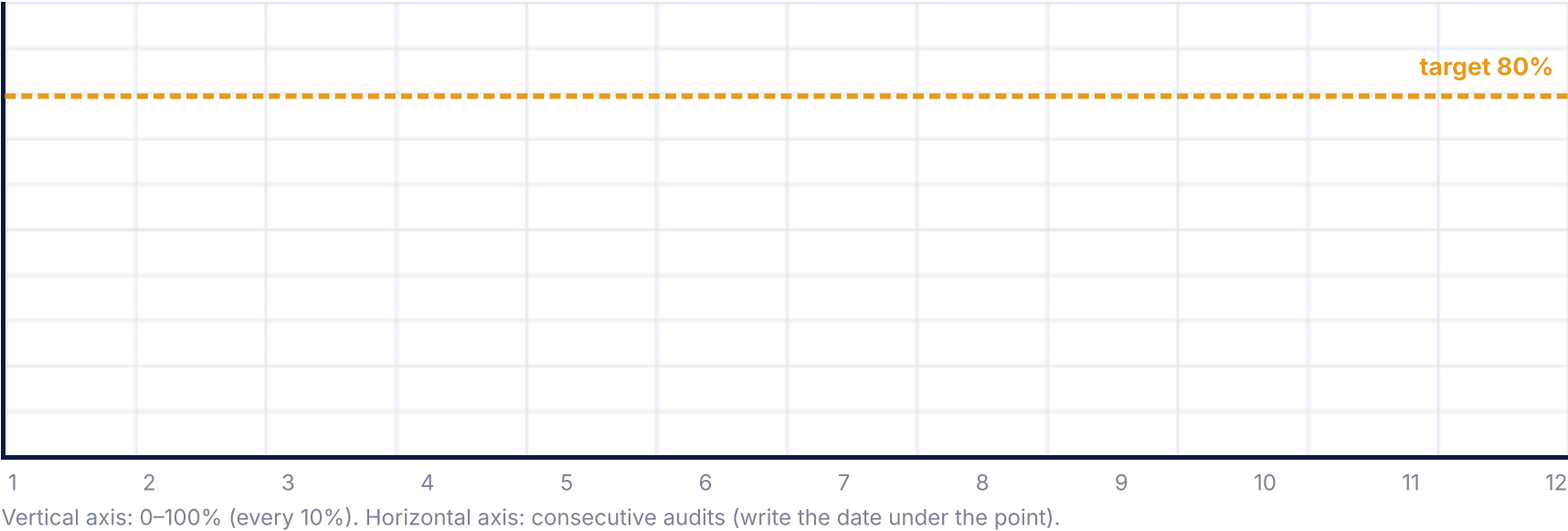
LATEST AUDIT SCORE



1S-5S SCORES (SHADE UP TO THE SCORE)



OVERALL SCORE TREND (ADD A POINT AFTER EVERY AUDIT)



THREE KEY ACTIONS

Action	Owner	Deadline	Status

BEFORE

photo from the zero audit

AFTER

photo from the latest audit

Cleaning plan

What, with what, how often and who. Post it in the area and confirm completion as you go. Clean machines only according to the safety instruction and power-isolation rules.

AREA

PLAN OWNER

WEEK / MONTH

APPROVED BY

Lp.	Object / location	Task (what we clean / check)	With what / method	Frequency	Owner	Time (min)	Mo	Tu	We	Th	Fr	Sa	Su
0	Hydraulic unit	Remove oil and dust, check for leaks	Rag, absorbent	Daily	Operator A	5							
1							☐	☐	☐	☐	☐	☐	☐
2							☐	☐	☐	☐	☐	☐	☐
3							☐	☐	☐	☐	☐	☐	☐
4							☐	☐	☐	☐	☐	☐	☐
5							☐	☐	☐	☐	☐	☐	☐
6							☐	☐	☐	☐	☐	☐	☐
7							☐	☐	☐	☐	☐	☐	☐
8							☐	☐	☐	☐	☐	☐	☐
9							☐	☐	☐	☐	☐	☐	☐
10							☐	☐	☐	☐	☐	☐	☐
11							☐	☐	☐	☐	☐	☐	☐
12							☐	☐	☐	☐	☐	☐	☐

Rules: cleaning is combined with inspection. Report a leak, looseness or damage at once (maintenance request or an entry in the action plan). We remove the source of dirt, not only its effect.

Frequency: daily / every shift / weekly / monthly. For work on machines, follow the plant's lockout procedure.