

**5 minute 5s Audit Template**

* One person checks the area each day.
* Indicate if the area matches the perfect state photo (Everything OK) with a Y or N.
* If something is out of place it must put it back in place and indicate on the audit what it was.
* Once the team reaches 90% compliancy, auditing can be performed on a weekly basis.

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| **Date** | **Name** | **Everything OK**  **(Y/N)** | **What Requires Adjustment** |
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