



6S Inspection Checklist

The 6S Inspection Checklist is used to evaluate organization, cleanliness, standardization, sustainability, and safety within Simulated Workplace. Results guide continuous improvement in daily operations and overall performance.

SORT

Only what is needed is present in the work area.

Inspection Item	Yes	No	Observations/Improvement Actions
1. Unserviceable, broken, or unnecessary items are removed from active work areas			
2. Inadequate raw materials, scrap, and waste are properly disposed of or stored away from work areas			
3. Unused tools, parts, and materials are stored in designated locations			
4. Frequently used items are sorted, arranged, stored, and labeled			
5. Inventory reflects only materials required for current projects and operations			

STRAIGHTEN

A place for everything, and everything in its place.

Inspection Item	Yes	No	Observations/Improvement Actions
1. Aisles, storage areas, workstations, and equipment locations are clearly defined and labeled			
2. Digital files and records are organized in a clear and easy-to-access system			
3. Tools, devices, and instruments are stored in designated locations when not in use			
4. Fire extinguishers, exits, and walkways are clearly marked and free of obstructions			
5. Shelving and storage areas are labeled for contents, quantities, and limits (if applicable)			

SHINE

Clean, functional, and ready for work every day.

Inspection Item	Yes	No	Observations/Improvement Actions
1. Tools and equipment are clean, properly shut down, and stored according to procedures			
2. Workstations, floors, walls, and surfaces are clean and well maintained			
3. Lighting is clean, functional, and adequate for the work environment			
4. Work areas are clearly marked and maintained			
5. Daily cleaning is completed, documented, and reviewed			

STANDARDIZE

The agreed-upon way of doing work.

Inspection Item	Yes	No	Observations/Improvement Actions
1. Work areas have adequate lighting and ventilation			
2. Active participation occurs in continuous improvement efforts (6S, safety, idea sharing)			
3. 6S procedures are clearly documented and consistently followed			
4. 6S standards are reviewed and used to develop improvement plans			
5. Processes are in place to prevent unnecessary items from re-entering work areas			

SUSTAIN

6S is how work is done every day.

Inspection Item	Yes	No	Observations/Improvement Actions
1. Daily cleaning and inspection routines are in place and current			
2. Cleaning, maintenance, and inspection records are completed and on file			
3. Previous 6S inspections are posted and used for improvement			
4. Team members understand and follow 6S expectations			
5. 6S procedures are reviewed and updated as needed			

SAFETY

Safety is everyone's responsibility.

Inspection Item	Yes	No	Observations/Improvement Actions
1. A safe and hazard-aware work environment is actively maintained			
2. Safety policies and procedures are understood and followed			
3. Evacuation plans are posted and accessible			
4. Regular safety inspections are conducted and documented			
5. Accidents, incidents, and near misses are reported and reviewed			

Inspector(s): _____ Date: _____

Area/Team: _____