

# 5S Warehouse Audit Report

**Facility:** Warehouse Storage & Packing Area

**Camera ID:** CAM-01 (High Angle Overhead)

**Audit Date:** October 26, 2025

**Audit Time:** 09:25:50 AM – 09:26:48 AM

**Auditor:** AI Safety Assistant

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## Executive Summary

The audit reveals significant opportunities for improvement regarding **SORT** and **SHINE** phases. While basic infrastructure (shelving, tape markings) exists, adherence to organization and safety protocols is inconsistent. Obstructions in walkways, unmarked PIT (Powered Industrial Truck) zones, and lack of PPE usage were observed.

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## Detailed Findings by 5S Category

### 1. SORT (Seiri)

*Goal: Remove unnecessary items from the workspace.*

Checklist Item	Status	Timestamp	Observation Description
All clutter has been removed from the work area or stored away.	FAIL	09:25:50 AM	Multiple cardboard boxes are scattered on the floor near the center pillar, not on pallets or shelves.
Only the essential equipment is out.	FAIL	09:25:50 AM	An orange pallet jack is left in the middle of the main aisle with a single box on it, obstructing traffic flow.
Extra/replacement equipment and	PASS	09:25:50 AM	A yellow pallet jack is visible parked against the back

Checklist Item	Status	Timestamp	Observation Description
tools are stored separately.			wall, away from the main workflow.
Floors are clear of boxes, trash, tools, and any other hazards.	FAIL	09:25:54 AM	A worker pushes a cart through the aisle, navigating around boxes placed directly on the concrete floor near the scale area.
Packing materials have been moved to the correct work area.	FAIL	09:25:50 AM	Loose packing materials and open boxes are visible in bins and on the floor near the bottom right corner, rather than at a dedicated packing station.

## 2. SET IN ORDER (Seiton)

*Goal: Organize necessary items for easy access.*

Checklist Item	Status	Timestamp	Observation Description
Pallet drop zones are set up close to relevant work areas.	PASS	09:25:50 AM	A designated area marked with yellow and black hazard tape is visible near the center pillar (likely a scale or drop zone).
All storage locations have labels indicating what should be stored there.	PASS	09:25:50 AM	Shelving units on the right side of the frame appear to have white labels on the beam edges.
Different work zones have clear overhead labels for PIT drivers.	FAIL	09:25:50 AM	No overhead signage is visible indicating zones (e.g., "Packing,"

<b>Checklist Item</b>	<b>Status</b>	<b>Timestamp</b>	<b>Observation Description</b>
			"Storage," "PIT Lane").
<b>Pallet jacks are carefully tucked away out of walking paths.</b>	<b>FAIL</b>	09:25:50 AM	While one jack is parked, the orange pallet jack is left in the center of the thoroughfare.
<b>All PIT equipment has a parking spot and is clearly labeled.</b>	<b>FAIL</b>	09:26:43 AM	A red forklift enters the frame from the left. No designated parking box or charging station labeling is visible in the camera view.
<b>Stop signs are clear and visible.</b>	<b>FAIL</b>	09:25:50 AM	No stop signs or intersection mirrors are visible in the aiseways.
<b>PIT lanes are indicated with visible markings.</b>	<b>FAIL</b>	09:25:50 AM	There are no painted lines on the floor separating pedestrian traffic from forklift lanes.
<b>Extra supplies have their own storage location.</b>	<b>PASS</b>	09:25:50 AM	Shelving units on the right are stocked with bins and boxes, indicating a storage system is in place.
<b>PPE storage locations are stocked and fully functional.</b>	<b>FAIL</b>	09:25:50 AM	No PPE station (vests, helmets) is visible near the entrance or workstations.
<b>All work areas have bins for trash, recycling, corrugate, etc.</b>	<b>PASS</b>	09:25:50 AM	Large wire bins are visible in the bottom right corner, though their contents are mixed.

### 3. SHINE (Seiso)

*Goal: Clean and inspect the workspace.*

<b>Checklist Item</b>	<b>Status</b>	<b>Timestamp</b>	<b>Observation Description</b>
<b>Worktables are clear of dust and debris.</b>	<b>FAIL</b>	09:25:58 AM	The desk/workstation near the center pillar has loose papers, tools, and miscellaneous items scattered on the surface.
<b>Equipment is clean of all dirt and grime.</b>	<b>PASS</b>	09:26:45 AM	The red forklift entering the frame appears mechanically sound and relatively clean.
<b>All labels are visible and correspond to the station's current layout.</b>	<b>PASS</b>	09:25:50 AM	Shelf labels appear intact and aligned with stored inventory.
<b>There are no loose items left in sight.</b>	<b>FAIL</b>	09:25:54 AM	Boxes are left on the floor in the center aisle rather than being stacked on pallets or shelves.
<b>Trash bins are empty.</b>	<b>FAIL</b>	09:25:50 AM	The wire bin in the bottom right corner appears nearly full of scrap material and fabric-like waste.
<b>Pallet drop zones are free of broken pieces and debris.</b>	<b>PASS</b>	09:25:50 AM	The yellow/black taped area is clear of debris, though boxes are nearby.
<b>Empty boxes have been removed from shelves.</b>	<b>FAIL</b>	09:25:50 AM	Several broken-down or open cardboard

Checklist Item	Status	Timestamp	Observation Description
			boxes are visible on the floor near the center pillar.
<b>There is no plastic wrap hanging from shelves.</b>	<b>PASS</b>	09:25:50 AM	No hanging plastic wrap is observed on the visible shelving units.
<b>The area behind workstations is clean.</b>	<b>FAIL</b>	09:26:05 AM	The area behind the worker at the desk contains stacked boxes and clutter against the wall.
<b>Cords and electrical components are properly secured.</b>	<b>PASS</b>	09:25:50 AM	No loose cords are visible trailing across walkways.

#### 4. STANDARDIZE (Seiketsu)

*Goal: Create rules to maintain the first 3 S's.*

Checklist Item	Status	Timestamp	Observation Description
<b>Established scheduling for auditing/cleaning.</b>	<b>FAIL</b>	N/A	Visual evidence (clutter accumulation) suggests no recent audit or cleaning cycle has occurred.
<b>Written plan for controlling area 5S.</b>	<b>FAIL</b>	N/A	Inconsistent placement of equipment (pallet jacks) suggests a lack of standardized placement rules.

#### 5. SUSTAIN (Shitsuke)

*Goal: Maintain discipline and habits.*

Checklist Item	Status	Timestamp	Observation Description
Workers in the area are wearing the correct PPE.	FAIL	09:25:50 AM	The worker moving the cart and later standing at the desk is wearing casual clothing (jeans, blue shirt) with no high-visibility vest or hard hat.
Established cleaning protocols are being followed.	FAIL	09:26:15 AM	The worker leaves the cart in the aisle and walks away to the desk, leaving equipment unattended in a traffic zone.

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## Recommendations for Improvement

- Floor Marking (Set in Order):** Immediately paint designated lanes for PIT (forklift) traffic versus pedestrian walkways. Mark specific parking spots for pallet jacks with floor tape.
- PPE Enforcement (Sustain):** Implement a mandatory PPE policy requiring high-visibility vests for all personnel in the warehouse floor, especially when PIT equipment is in operation.
- Clutter Removal (Sort):** Conduct a "Red Tag" event to remove the boxes currently sitting on the floor near the center pillar. These should be either shelved or palletized.
- Waste Management (Shine):** Empty the wire bins in the bottom right corner and establish a schedule for daily trash removal to prevent overflow.
- Equipment Parking (Set in Order):** Designate a specific "Return Zone" for the orange pallet jack so it is not left in the center aisle after use.

**Audit Completed By:** AI Safety Assistant

**Date:** October 26, 2025 (Report Generation Date)