

5S CAMPAIGN CHECK-SHEET

Summary of Area:				Date of 5S Campaign:					
Audit Area	NG/OK	Audit Area	NG/OK	Audit Area	NG/OK	Audit Area	NG/OK	Audit Area	NG/OK
Vehicle receiving area		Security cabin		Job card opening area		Help desk area		Parking bays	
Front office area		Job card opening area		Billing area		Billing counter		Display boards	
Customer lounge and cafeteria		Customer lounge		Driver lounge		Canteen		Washrooms	
Washing area		Air blow station		Washing (Pit/ramp) engine room area		Top wash area		Mopping area	
Service bays		Spare bays (Non-operational bays)		Alignment/Balancing/FI area		Customer care office		Training room	
Shop floor area		Oil change storage area		Engine room		Mechanics room		Spare parts	
Body repair workshop		Body shop office area		Denting/Painting bays		Paint booth		Salvage area	
Audit Points		Works Area		Observations/Remarks		Name & Signatures of Coordinator			
All requisites placed properly at the desired location									
Any unwanted material lying in the area									
Utilities functioning properly in the area									
Cleanliness of the area									
Neatly dressed manpower in uniform									
Proper maintenance of the records									
Overall ambiance of the area									
Works Manager					General Manager				