

Section:	
Supervisor Name:	
Audited by:	
Date:	

Housekeeping Audit Checklist				
	Requirements	Compliant	Not Compliant	Comments
1.	Housekeeping Awareness			
1.1	Employees are aware of the 5S system and signage to encourage/remind all of Housekeeping importance			
1.2	Employees are aware of the hazards associated with their section. (signage)			
1.3	Employees are aware of their responsibilities regarding housekeeping.			
1.4	5S map is created for each zone with clear indication of all the materials.			
2.	Materials in the workplace			
2.1	Materials in the workplace are clearly marked			
2.2	Stacking area is available and clearly marked			
2.3	Materials with abnormalities are tagged for repair or removal.			
2.4	Register is available for material that needs repair or has to be removed			
2.5	Appropriate remedial equipment is present and checked (spill kit, fire extinguisher)			
3.	Place for Everything and Everything in its Place			
3.1	Material stacking and labeling for all items specifying sizes, and specifications.			
3.2	Storage room identification (flammable, chemical, electrical, equipment)			
3.3	Shadow boards are available and being used.			
3.4	Racks and drawers designed for material and neatly stacked.			
3.5	There are no hard to access areas in stacking area or storerooms			

4.	Aisles and equipment			
4.1	Aisle and equipment outlines are marked for all moveable and immovable equipment			
4.2	Aisle marking is done for all walkways and all moveable and immovable parts			
4.3	No doors, emergency equipment or working areas are blocked			
4.4	Ground and floors are clean and well maintained			
5.	Cleaning Schedule			
5.1	Cleaning schedule for all equipment and areas are in place with specific responsibility and time.			
5.2	Is the cleaning schedule implemented.			
5.3	Area is visibly clean.			
5.4	Has a person been selected to check cleaning			
5.5	Are work surfaces clean and neat			
6.	Sources of contamination.			
6.1	Is there any sources of contamination present (dripping, leaking, pooling).			
6.2	Is there a plan to address these sources.			
6.3	The sources are being contained in a bunded area			
6.4	Bund is in good condition			
7.	Waste			
7.1	Waste storage have a designated area			
7.2	Waste bins are color coded or marked for sorting			
7.3	Waste is correctly segregated			
7.4	Waste bins are maintained (dents, cracks, flaking paint)			
7.5	Do all waste bins have lids			

8.	Visual controls.			
8.1	Visual Displays in wall-mounted boards, Colour coded signage for cylinders /pipelines/gauges/emergency exit			
8.2	Signage/demarcations for hazard awareness present (bund wall capacity, Flammable materials, no smoking signs, Drinking water)			
8.3	MSDS sheets are available for chemicals in or around chemical store			
8.4	Signage is not faded or un clear			
8.5	All taps marked with drinking water / non-drinking water signs			
8.6	Is the notice board updated			

Signature: Auditee

Signature: Supervisor