

Dom Lab

Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

5S Audit Status

Department : Mechanical Engineering	Audit Date: 05/08/2025	HOD Name: Mr. Parveen Kumar
lab/workshop Name :	Audit Time: 02:45 P.M.	Responsible Person : Mr. Jitendra Kumar
1st Auditor Detail:	Dr. Alok Agarwal (HOD, ECE)	
2nd Auditor Detail:	Mr. Deepak Kumar (HOD, CE)	

Area	5S Category	Checklist Item	Status	Remarks
ME Lab	Sort (Seiri)	Remove broken or obsolete machinery and tools	OK	
		Eliminate unnecessary materials and spare parts	Required	of equipment (cooling tower)
		Clear out expired lubricants and chemicals	OK	
		Remove personal items from work areas	OK	
		Dispose of scrap materials and metal waste	OK	
	Set in Order (Seiton)	Organize tools in designated tool boards/cabinets	OK	
		Label all equipment and machinery	Partial Required	
		Create designated storage areas for raw materials	Not available	
		Arrange workbenches for optimal workflow	OK	
		Implement shadow boards for hand tools	Not Applicable	
	Shine (Seiso)	Clean all machinery and equipment daily	OK	
		Maintain oil-free floors and work surfaces	OK	
		Clean and organize storage areas	OK	
		Implement regular equipment maintenance schedule	OK	
		Keep safety equipment clean and accessible	OK	
	Standardize (Seiketsu)	Create standard operating procedures (SOPs)	NO	
		Establish cleaning schedules and responsibilities	NO	
		Implement visual management systems	OK	
		Set maintenance standards for equipment	OK	
		Create safety protocols and guidelines	OK	
Sustain (Shitsuke)	Conduct regular 5S audits	Required		
	Train all lab users on 5S principles	Partial		
	Review and update procedures quarterly	YES		
	Recognize and reward good 5S practices	Required		
	Monitor compliance through checklists	Not Applicable/Available		

HOD Signature
 05/08/2025

1st Auditor Signature
 05/08/2025

2nd Auditor Signature
 05/08/2025

5S Audit Status

Department :
Mechanical Engineering

Audit Date: 5/08/2025

HOD Name: Mr. Parveen Kumar

lab/workshop Name :

Audit Time: 3:00 PM

Responsible Person : Mr. Jitendra
Coyal

1st Auditor Detail:

Dr. ALOK AGGARWAL (HOD, ECE)

2nd Auditor Detail:

Mr. Deepak Kumar (HOD, CIVIL ENGS.)

Area	5S Category	Checklist Item	Status	Remarks
ME Lab	Sort (Seiri)	Remove broken or obsolete machinery and tools	OK	
		Eliminate unnecessary materials and spare parts	OK	
		Clear out expired lubricants and chemicals	OK	
		Remove personal items from work areas	OK	
		Dispose of scrap materials and metal waste	OK	
	Set in Order (Seiton)	Organize tools in designated tool boards/cabinets	OK	
		Label all equipment and machinery	partially Required	
		Create designated storage areas for raw materials	Not available	
		Arrange workbenches for optimal workflow	OK	
		Implement shadow boards for hand tools	Not applicable	
	Shine (Seiso)	Clean all machinery and equipment daily	OK	partially Required
		Maintain oil-free floors and work surfaces	OK	
		Clean and organize storage areas	OK	
		Implement regular equipment maintenance schedule	OK	
		Keep safety equipment clean and accessible	OK	
	Standardize (Seiketsu)	Create standard operating procedures (SOPs)	NO	
		Establish cleaning schedules and responsibilities	NO	
		Implement visual management systems	OK	
		Set maintenance standards for equipment	OK	
		Create safety protocols and guidelines	OK	
Sustain (Shitsuke)	Conduct regular 5S audits	Required		
	Train all lab users on 5S principles	Required		
	Review and update procedures quarterly	YES		
	Recognize and reward good 5S practices	Required		
	Monitor compliance through checklists	Not Applicable/Available		

HOD Signature

1st Auditor Signature

2nd Auditor Signature

Aravali College of Engineering and Management, Faridabad

Internal Quality Assurance Cell

SOM LAB

5S Audit Status

Department : Mechanical Engineering	Audit Date: 5/08/2025	HOD Name: Mr. Parveen Kumar
lab/workshop Name :	Audit Time: 2:30 PM	Responsible Person : Mr. Brijesh
1st Auditor Detail: DR. ALOK ARGARWAL (HOD, ECE)		
2nd Auditor Detail: MR. DEEPAK KUMAR (HOD, CIVIL ENGR.)		

Area	5S Category	Checklist Item	Status	Remarks
ME Lab	Sort (Seiri)	Remove broken or obsolete machinery and tools	OK	
		Eliminate unnecessary materials and spare parts	OK	
		Clear out expired lubricants and chemicals	OK	
		Remove personal items from work areas	OK	
		Dispose of scrap materials and metal waste	OK	
	Set in Order (Seiton)	Organize tools in designated tool boards/cabinets	OK	
		Label all equipment and machinery	Partially OK	
		Create designated storage areas for raw materials	OK	
		Arrange workbenches for optimal workflow	OK	
		Implement shadow boards for hand tools	NA	
	Shine (Seiso)	Clean all machinery and equipment daily	OK	
		Maintain oil-free floors and work surfaces	OK	
		Clean and organize storage areas	OK	
		Implement regular equipment maintenance schedule	OK	
		Keep safety equipment clean and accessible	OK	
	Standardize (Seiketsu)	Create standard operating procedures (SOPs)	NO	
		Establish cleaning schedules and responsibilities	NO	
		Implement visual management systems	OK	
		Set maintenance standards for equipment	OK	
		Create safety protocols and guidelines	OK	
Sustain (Shitsuke)	Conduct regular 5S audits	Required		
	Train all lab users on 5S principles	Partially		
	Review and update procedures quarterly	YES		
	Recognize and reward good 5S practices	Required		
	Monitor compliance through checklists	NA		

Parveen
5/8/25
HOD Signature

Alok
05/08/2025
1st Auditor Signature

Brijesh
05/8/2025
2nd Auditor Signature

Aravali College of Engineering and Management, Faridabad
Internal Quality Assurance Cell
5S Audit Status Workshop.

Department : Mechanical Engineering Audit Date: 05/08/2025 HOD Name: Mr. Parveen Kumar
 Lab/workshop Name : Audit Time: 3:15 PM Responsible Person : Mr. Jitendra Jambhwal

1st Auditor Detail: Dr. Alok Agarwal (HOD, ECE)

2nd Auditor Detail: Mr. Deepak Yadav (HOD, CE)

Area	5S Category	Checklist Item	Status	Remarks
ME Lab	Sort (Seiri)	Remove broken or obsolete machinery and tools	Required	
		Eliminate unnecessary materials and spare parts	Required	
		Clear out expired lubricants and chemicals	OK	
		Remove personal items from work areas	OK	
		Dispose of scrap materials and metal waste	OK	
		Organize tools in designated tool boards/cabinets	Required - In front of Control Room	
		Label all equipment and machinery	Partly Required	
		Create designated storage areas for raw materials	OK	
		Arrange workbenches for optimal workflow	OK	
		Implement shadow boards for hand tools	Partly Available	
ME Lab	Shine (Seiso)	Clean all machinery and equipment daily	OK	
		Maintain oil-free floors and work surfaces	OK	
		Clean and organize storage areas	OK	
		Implement regular equipment maintenance schedule	OK	
		Keep safety equipment clean and accessible	OK	
ME Lab	Standardize (Seiketsu)	Create standard operating procedures (SOPs)	NO	
		Establish cleaning schedules and responsibilities	NO	
		Implement visual management systems	Partly Required	
		Set maintenance standards for equipment	OK	
		Create safety protocols and guidelines	OK	
ME Lab	Sustain (Shitsuke)	Conduct regular 5S audits	Required	
		Train all lab users on 5S principles	Required	
		Review and update procedures quarterly	Required	
		Recognize and reward good 5S practices	Required	
		Monitor compliance through checklists	Not available	

Parveen
HOD Signature

1st Auditor Signature

Deepak
Signature

2nd Auditor Signature