

Audit Checklist for Ceiling Signage



Use this checklist to integrate ceiling signage into your existing 5S or visual management routines.

Auditor _____ Area _____ Date _____

Category	Audit Question	Status (Pass/Fail)	Corrective Action
Visibility	Is signage 100% unobstructed by new equipment, pallets, stored material? Can the sign be easily read from at least 30 feet?		
Accuracy	Does the information on the sign reflect the current state of the work cell or zone? For digital signs: are KPI's and production data updating in real-time?		
Condition (Shine)	Is the sign free of dust, grime or grease that could affect readability? Any visible signs of facing, peeling or structural damage		
Safety (Set in Order)	Are all hanging hardware components (Magnets, cable, cord, hooks) secure and tensioned? Does the sign meet height clearance requirement?		
Standardization	Does the sign follow the facility's standard for color coding and font size? Are universally recognized symbols used instead of excessive text?		

Scoring Guide

- Target Scores: 10/10
- 0-7 points: Critical Issue: Immediate correction required to prevent safety risks or information gaps
- 8-9 points: Opportunity for Improvement: Schedule maintenance with the next week.