5S Daily Housekeeping

Audit Scorecard

A 15-point compliance assessment for opening checks, end-of-day cleaning, waste removal, tool return, floor condition, and supervisor sign-off

Dealer / Center Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

Powered by AutoSmart Audit | www.autosmarts.co | © 2026 AutoSmart. All rights reserved.

AutoSmart Audit

How to Use This Scorecard

This scorecard evaluates 5S Daily Housekeeping compliance across 15 criteria grouped into 4 categories. For each criterion, circle a score from 1 (not in place) to 5 (fully embedded and sustained). Do not rate where you aspire to be — rate what you observe on the day.

Score Scale

Score	Level	What it means
1	**Not in place**	Standard does not exist or has never been implemented at this dealership.
2	**Attempted**	Some effort made but inconsistent — visible gaps remain in most areas.
3	**Defined**	Standard is documented and partially followed. Some areas compliant, others not.
4	**Managed**	Standard is followed consistently. Minor exceptions occur.
5	**Fully Sustained**	Fully embedded. Evidence of ongoing compliance between audits without prompting.

RAG Status Guide

Status	Overall Score	Action
Green	60–75 (80–100%)	Compliant. Maintain current standards.
Amber	38–59 (50–79%)	Improvement required. Structured action plan within 30 days.
Red	0–37 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: Daily housekeeping checklists are only effective if non-compliance has a consequence. Review the last 30 days of completed checklists and check how many days every item was marked complete — a 100% completion rate with no corrective actions ever raised is a sign the checklist is being signed without being completed. Spot-check three checklist items against actual conditions to validate.

AutoSmart Audit

Scorecard

Circle a score 1–5 for each criterion. Record observations in the Notes column.

No.	Criterion / Question	1	2	3	4	5	Notes
OPENING CHECKS							
1	Is a documented opening checklist completed before the first customer or vehicle enters, covering showroom, service reception, workshop, and customer areas?	○	○	○	○	○	
2	Does the opening check confirm that all areas meet the 5S standard — clean, organised, and ready — not that they 'look acceptable' based on yesterday's closing condition?	○	○	○	○	○	
3	Are defects identified in the opening check (spill, broken fixture, missing item) escalated and resolved before operations begin, not deferred until later in the day?	○	○	○	○	○	
4	Is the opening check signed off by a named responsible person — not completed as a self-certification with no accountability?	○	○	○	○	○	
DURING-DAY MAINTENANCE							
5	Are spills, debris, and waste addressed immediately when they occur during the working day, not left until the end-of-day clean?	○	○	○	○	○	
6	Are customer-facing areas (lounge, reception, washrooms) checked on a defined mid-day schedule, with a visible check log confirming completion?	○	○	○	○	○	
7	Are tools, parts, and materials returned to their designated locations after each use during the day, not accumulated for end-of-day tidying?	○	○	○	○	○	
8	Are waste bins in all zones emptied before they overflow, with no overflowing bins visible to customers or creating a safety hazard in the workshop?	○	○	○	○	○	
END-OF-DAY CLEANING & WASTE							
9	Is a documented end-of-day cleaning checklist completed before the facility is closed, covering all zones and specifically confirming hazardous waste is secured?	○	○	○	○	○	
10	Is waste removed from all internal containers and placed in the external collection point at end of day — not left overnight in workshop or customer area bins?	○	○	○	○	○	
11	Are floors swept or mopped as required at end of day in all zones, with oil spills cleaned and absorbed — not left to harden overnight?	○	○	○	○	○	
TOOL RETURN & SUPERVISOR SIGN-OFF							
12	Are all tools confirmed returned to their shadow	○	○	○	○	○	

	boards or designated storage at end of shift, with any missing tools reported before staff leave?						
13	Is workshop equipment (lifts, compressors, welding equipment) shut down, isolated, and returned to its designated park position at end of day?	○	○	○	○	○	
14	Is the end-of-day housekeeping checklist signed off by a supervisor or zone leader — not self-certified by the cleaning staff — before the facility is locked?	○	○	○	○	○	
15	Is the completed daily housekeeping checklist retained as a record, available for review in the weekly 5S management cycle?	○	○	○	○	○	
OVERALL SCORE → / 75 = %							

AutoSmart Audit

Category Summary & RAG Status

Transfer category totals from the scorecard. Assign RAG status and record the priority action for each category.

Category	Score	%	RAG	Priority Action
Opening Checks	/20			
During-Day Maintenance	/20			
End-of-Day Cleaning & Waste	/15			
Tool Return & Supervisor Sign-Off	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Operations Manager Name	
Operations Manager Signature	
Next Audit Date	

The leading digital field audit platform for automotive distributor networks.
www.autosmarts.co

Action Plan Tracker

5S Daily Housekeeping — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close 5S Daily Housekeeping non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

Powered by AutoSmart Audit | www.autosmarts.co | © 2026 AutoSmart. All rights reserved.

AutoSmart Audit

How to Use This Tracker

This tracker is designed to be completed immediately following a 5S Daily Housekeeping audit. Every non-compliance recorded must be logged here as an action item and progressed through all four stages before it is considered resolved.

Four-Stage Workflow

1. PENDING	2. IN PROGRESS	3. COMPLETED	4. APPROVED
Finding assigned. Owner & date set.	Work underway. Evidence being gathered.	Dealer submits evidence for review.	Auditor verifies and closes the item.

Stage Rules

Stage	Actioned by	Required action	Evidence required
PENDING	ASM / Auditor	Assign a named responsible party. Set a close date. Log the non-compliance description.	No evidence required at this stage.
IN PROGRESS	5S Daily Housekeeping / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Operations Manager	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, supporting evidence.
APPROVED	ASM / ZSM / Auditor	Review evidence. Verify compliance on next site visit if required. Approve and close.	Auditor sign-off. Date of verification recorded.

Tracker Summary

Fill in after completing each audit cycle.

Stage	Description	Count	Notes
PENDING	Not yet started		
IN PROGRESS	Work underway		
COMPLETED	Awaiting approval		
APPROVED	Verified & closed		

AutoSmart Tip: With AutoSmart Audit, every non-compliance is automatically converted into an action item at the point of audit — with owner assignment, close dates, evidence upload, and a four-stage approval workflow built in. No spreadsheets. No manual follow-up.

AutoSmart Audit

Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE — PENDING						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
P-01						
P-02						
P-03						
P-04						
P-05						
P-06						
P-07						
P-08						
P-09						
P-10						

STAGE — IN PROGRESS						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
I-01						
I-02						
I-03						
I-04						
I-05						
I-06						
I-07						
I-08						

STAGE — COMPLETED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
C-01						

C-02						
C-03						
C-04						
C-05						
C-06						

STAGE — APPROVED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
A-01						
A-02						
A-03						
A-04						
A-05						
A-06						

AutoSmart Audit

Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the Operations Manager and the Regional Auditor must sign.

Dealer Principal Name	
Dealer Principal Signature	
Regional Auditor / ASM Name	
Auditor Signature	
Date of Review	
Next Review Date	

Cycle Notes

The leading digital field audit platform for automotive distributor networks.
www.autosmarts.co