5S Parts Department

Audit Scorecard

A 15-point compliance assessment for binning, labelling, stock arrangement, fast-moving parts access, obsolete stock segregation, and storage discipline

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

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How to Use This Scorecard

This scorecard evaluates 5S Parts Department 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: Parts 5S audits should include a live pick test — ask the parts team to pick three random parts without using the DMS location, relying only on the physical layout and labelling. If staff cannot locate parts quickly from visual cues alone, the 5S layout exists on screen but not in practice.

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Scorecard

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

No.	Criterion / Question	1	2	3	4	5	Notes
BINNING & LABELLING							
1	Is every part storage location (bin, shelf, rack, drawer) clearly labelled with a location code, and does the physical label match the location code in the DMS?	○	○	○	○	○	
2	Are parts stored in their designated bin location consistently, with no parts placed in incorrect locations or left without a bin assignment?	○	○	○	○	○	
3	Are bin labels legible and undamaged, with faded, torn, or missing labels replaced promptly?	○	○	○	○	○	
4	Are new parts booked in assigned to a bin location at the point of receiving, with no parts left in the receiving area without a bin assignment?	○	○	○	○	○	
STOCK ARRANGEMENT & FAST-MOVING ACCESS							
5	Are fast-moving parts stored in the most accessible locations — closest to the counter or workshop hatch — rather than in positions determined by historical placement?	○	○	○	○	○	
6	Are parts arranged within each bin in a way that allows quick identification — with part numbers visible, FIFO order maintained, and packaging intact?	○	○	○	○	○	
7	Is similar or related parts grouped together in storage, minimising pick travel time for common job types?	○	○	○	○	○	
8	Are heavy parts stored at waist height or below, and long or bulky parts stored vertically where appropriate, consistent with manual handling best practice?	○	○	○	○	○	
OBSOLETE STOCK SEGREGATION							
9	Is obsolete, superseded, or slow-moving stock physically separated from active stock, clearly labelled, and stored in a designated area?	○	○	○	○	○	
10	Is a review process in place for obsolete stock, resulting in return to supplier, write-off, or repurposing — rather than indefinite retention occupying active storage space?	○	○	○	○	○	
11	Are damaged or suspect parts quarantined in a clearly labelled area, with no damaged parts mixed with saleable stock?	○	○	○	○	○	
CLEANLINESS, TRACEABILITY & STORAGE DISCIPLINE							
12	Is the parts storage area clean and free from dust, debris, and spilled fluids, with a cleaning	○	○	○	○	○	

	schedule assigned and followed?						
13	Are all parts traceable to their supplier and batch through the DMS, without needing a manual paper trail search?	○	○	○	○	○	
14	Is access to the parts store restricted to authorised personnel only, with a clear entry/exit discipline enforced?	○	○	○	○	○	
15	Is a daily end-of-shift tidy-up routine in place for the parts department, with all picking area surfaces cleared and mislaid parts returned to their bins?	○	○	○	○	○	
OVERALL SCORE →		/ 75 =		%			

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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
Binning & Labelling	/20			
Stock Arrangement & Fast-Moving Access	/20			
Obsolete Stock Segregation	/15			
Cleanliness, Traceability & Storage Discipline	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Parts Manager Name	
Parts Manager Signature	
Next Audit Date	

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Action Plan Tracker

5S Parts Department — Gap Closure Framework

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

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

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How to Use This Tracker

This tracker is designed to be completed immediately following a 5S Parts Department 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 Parts Department / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Parts 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.

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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						

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Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the Parts 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

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