5S Tool Management

Audit Scorecard

A 15-point compliance assessment for shadow boards, tool availability, return discipline, tool condition, calibration status, missing tool tracking, and storage standards

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 Tool Management 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: Tool management 5S is ultimately a productivity and safety issue, not only a housekeeping one. A technician who spends 10 minutes searching for a missing tool on every major job loses over an hour of productive time per day — and a technician using a damaged or out-of-calibration tool creates both quality and safety risk. Shadow board discipline that is maintained between audits, not restored for them, is the clearest measure of embedded tool management culture.

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
SHADOW BOARDS & TOOL AVAILABILITY							
1	Are shadow boards or clearly defined tool storage positions in place for all commonly used tools in each workshop bay and common tool area?	○	○	○	○	○	
2	Are all tool positions on shadow boards labelled with the tool name or silhouette, making any missing tool immediately visible without a physical count?	○	○	○	○	○	
3	Are tools available at the point of use — accessible to the technician who needs them without requiring a trip to a central store for standard bay tools?	○	○	○	○	○	
4	Are special service tools (SSTs) stored in a dedicated, labelled location separate from general hand tools, with a check-out register for tools shared between bays?	○	○	○	○	○	
RETURN DISCIPLINE & TOOL CONDITION							
5	Is a tool return discipline enforced — with technicians expected to return all tools to their shadow board or designated position at the end of each job, not at end of shift only?	○	○	○	○	○	
6	Is the tool shadow board or storage area checked at the end of each shift to confirm all tools are returned, with any unaccounted tools escalated before the next shift begins?	○	○	○	○	○	
7	Are tools inspected for condition at a defined frequency, with damaged, worn, or unsafe tools removed from service immediately and replaced?	○	○	○	○	○	
8	Are tools that are removed from service for repair or replacement clearly tagged and stored in a designated 'out of service' area, separate from serviceable tools?	○	○	○	○	○	
CALIBRATION STATUS							
9	Are tools requiring periodic calibration (torque wrenches, pressure gauges, tyre inflators, measuring instruments) calibrated within the required interval, with current calibration dates marked on or with each tool?	○	○	○	○	○	
10	Are calibration due dates tracked in a register or system, with overdue calibrations flagged before the tool is used on a customer vehicle?	○	○	○	○	○	
11	Is calibration performed by an accredited provider or per the manufacturer's self-calibration procedure, with calibration records retained on file?	○	○	○	○	○	

AutoSmart Audit

MISSING TOOL TRACKING & STORAGE STANDARDS							
12	Is a missing tool report created when a tool cannot be located during a shadow board check, with the report tracked until the tool is found, replaced, or written off?	○	○	○	○	○	
13	Is tool loss rate tracked over time, with recurring loss from a specific bay or technician investigated rather than accepted as normal attrition?	○	○	○	○	○	
14	Are tool storage areas clean and free from dust, oil, and debris, with storage drawers and boards maintained as well as the tools they contain?	○	○	○	○	○	
15	Is tool management reviewed as part of the regular 5S audit, with the tool register reconciled against physical inventory and discrepancies resolved before the next 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
Shadow Boards & Tool Availability	/20			
Return Discipline & Tool Condition	/20			
Calibration Status	/15			
Missing Tool Tracking & Storage Standards	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Workshop Controller Name	
Workshop Controller Signature	
Next Audit Date	

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

Action Plan Tracker

5S Tool Management — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close 5S Tool Management 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 Tool Management 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 Tool Management / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	Workshop Controller	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 Workshop Controller 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