5S Warehouse

Audit Scorecard

A 15-point compliance assessment for storage layout, aisle marking, stock visibility, pallet condition, material flow, receiving and dispatch areas, and inventory housekeeping

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 Warehouse 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: Warehouse 5S audits should include a random location check — select five rack locations from the WMS or inventory system and physically verify that what is recorded matches what is present. A location accuracy below 95% is a strong indicator that housekeeping and put-away discipline are not being maintained consistently between cycle counts.

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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
STORAGE LAYOUT & AISLE MARKING							
1	Is the warehouse storage layout documented in a current floor plan, with every zone and rack position labelled consistently against the plan?	○	○	○	○	○	
2	Are all main aisles and pedestrian walkways marked with clear floor tape or painted lines, with widths compliant with safe passage and forklift operation requirements?	○	○	○	○	○	
3	Are storage zones clearly defined and labelled — distinguishing receiving, active stock, slow-moving, returns, and dispatch areas without ambiguity?	○	○	○	○	○	
4	Are emergency exits, fire equipment positions, and first aid locations clearly marked and unobstructed throughout the warehouse?	○	○	○	○	○	
STOCK VISIBILITY & PALLET CONDITION							
5	Is stock visible and identifiable from the aisle without needing to enter the rack bay or move items, with labels facing outward and legible?	○	○	○	○	○	
6	Are pallets in good condition — free from broken boards, protruding nails, or structural damage — with damaged pallets removed from use and quarantined?	○	○	○	○	○	
7	Are pallets stacked at or below the maximum safe height for the rack system in use, with no overloading above the rack's rated capacity?	○	○	○	○	○	
8	Is stock placed squarely on pallets with no overhang that could create a falling hazard or obstruct visual identification?	○	○	○	○	○	
RECEIVING & DISPATCH AREA							
9	Is the receiving area free from accumulation — with inbound goods processed and put away within the defined timeframe, not left in the receiving zone indefinitely?	○	○	○	○	○	
10	Is the dispatch area organised so outbound shipments are staged in a clearly designated zone, labelled, and ready for collection without obstructing other operations?	○	○	○	○	○	
11	Are receiving and dispatch records (goods received notes, delivery documentation) filed or entered into the system at the point of receipt/dispatch, not accumulated for batch processing?	○	○	○	○	○	
MATERIAL FLOW & INVENTORY HOUSEKEEPING							
12	Is the material flow through the warehouse	○	○	○	○	○	

	logical and unidirectional where possible — with inbound and outbound paths separated to avoid cross-traffic?						
13	Is a cycle count programme in place, with a defined percentage of warehouse locations counted each period rather than relying solely on annual stock takes?	○	○	○	○	○	
14	Are inventory discrepancies found during cycle counts investigated and resolved before the next count, rather than accepted as normal variance?	○	○	○	○	○	
15	Is a daily housekeeping routine in place for the warehouse, covering aisle clearing, equipment return, and refuse removal, with responsibility assigned to named individuals?	○	○	○	○	○	
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
Storage Layout & Aisle Marking	/20			
Stock Visibility & Pallet Condition	/20			
Receiving & Dispatch Area	/15			
Material Flow & Inventory Housekeeping	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Warehouse Manager Name	
Warehouse Manager Signature	
Next Audit Date	

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Action Plan Tracker

5S Warehouse — Gap Closure Framework

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