5S Workplace Audit

Audit Scorecard

A 15-point compliance assessment for Sort, Set in Order, Shine, Standardize, and Sustain across all dealership areas

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 Workplace Audit 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: 5S audits are most reliable when unannounced. A dealership that prepares for 5S visits by cleaning and organising before the auditor arrives is demonstrating compliance theatre rather than embedded standards. The true test of 5S is whether the standard is maintained every day — not whether it can be achieved in 30 minutes of pre-audit preparation.

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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
SORT & SET IN ORDER							
1	Are unnecessary items, tools, or materials removed from all work areas — showroom, workshop, parts, office — with a red-tag or disposal process in place for items awaiting decisions?	○	○	○	○	○	
2	Do all tools, equipment, and materials have a clearly designated location marked with a shadow board, label, or visual indicator, and are items returned to their location after use?	○	○	○	○	○	
3	Are all shelving, storage, and filing areas labelled with location identifiers, consistent across all departments?	○	○	○	○	○	
4	Is nothing stored on the floor except items on legs, wheels, or approved pallets, across all operational areas?	○	○	○	○	○	
SHINE							
5	Are all work areas — workshop bays, parts counters, reception desks, customer areas — clean and free from dust, debris, oil, and waste at the time of audit?	○	○	○	○	○	
6	Is a cleaning schedule posted and current in each zone, with responsibilities assigned to named individuals rather than left as a shared assumption?	○	○	○	○	○	
7	Are equipment, tools, and workstations free from grease, rust, and accumulated grime, with cleaning integrated into the daily routine rather than done only before inspections?	○	○	○	○	○	
8	Are waste and recycling containers available at the point of use in each zone, with waste segregated correctly and removed on the defined schedule?	○	○	○	○	○	
STANDARDIZE							
9	Are visual standards (photos, diagrams, or reference examples) posted in each zone, showing what the area should look like when 5S is correctly applied?	○	○	○	○	○	
10	Is the same 5S standard applied consistently across all areas — with no zone maintained to a visibly lower standard than others in the same dealership?	○	○	○	○	○	
11	Are audit findings from the previous 5S cycle actioned and closed, with evidence that standards were corrected and sustained rather than temporarily improved for the audit?	○	○	○	○	○	

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SUSTAIN & GOVERNANCE							
12	Is a 5S audit or self-assessment conducted on a defined frequency, with results recorded and reviewed rather than 5S being treated as a one-time implementation?	○	○	○	○	○	
13	Are staff trained on 5S principles and their specific zone responsibilities, with awareness verified through spot checks rather than assumed from a one-time briefing?	○	○	○	○	○	
14	Are cleaning logs, daily checklists, and previous audit records available as evidence of ongoing maintenance between formal audits?	○	○	○	○	○	
15	Is 5S performance reviewed by management as part of the regular operational review, with improvement actions tracked and recognition given for high-performing zones?	○	○	○	○	○	
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
Sort & Set in Order	/20			
Shine	/20			
Standardize	/15			
Sustain & Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

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

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Action Plan Tracker

5S Workplace Audit — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close 5S Workplace Audit 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 Workplace Audit 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 Workplace Audit / 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.

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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 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

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