5S Workshop

Audit Scorecard

A 15-point compliance assessment for tool arrangement, bay cleanliness, technician workstations, equipment placement, waste handling, floor markings, and safety zones

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 Workshop 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 in the workshop is most effectively assessed mid-shift, not at the start or end of the day. A workshop that looks perfect at 8am and 5pm but is in disarray at 11am has a discipline problem, not a cleanliness problem — the standard exists only when the team has time to apply it, rather than being maintained as a working habit.

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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
TOOL ARRANGEMENT & BAY CLEANLINESS							
1	Are all tools in the workshop stored in a designated location — shadow board, tool chest drawer, or labelled rack — with no tools left on benches, floors, or vehicle surfaces when not in use?	○	○	○	○	○	
2	Is each workshop bay clean and free from oil spills, used rags, discarded parts, and packaging at the time of audit?	○	○	○	○	○	
3	Are tool storage areas organised so any missing tool is immediately visible without a physical count?	○	○	○	○	○	
4	Are broken or damaged tools removed from service, tagged, and placed in a designated repair or disposal area — not left in the active tool storage for another technician to unknowingly use?	○	○	○	○	○	
TECHNICIAN WORKSTATIONS & EQUIPMENT							
5	Is each technician's workstation (tool chest, work bench) organised to the 5S standard, with personal items and non-work materials removed from the work area?	○	○	○	○	○	
6	Is workshop equipment (lifts, compressors, diagnostic tools) stored or parked in designated positions when not in use, not left blocking aisles or bays?	○	○	○	○	○	
7	Are consumables (rags, gloves, masking tape, oil absorbent) stocked at the point of use in defined quantities, with a replenishment trigger when stock reaches minimum level?	○	○	○	○	○	
8	Are PPE items (safety shoes, gloves, eye protection) available at the workstation, not stored elsewhere and fetched only when needed?	○	○	○	○	○	
WASTE HANDLING & FLOOR MARKINGS							
9	Are waste oil, used filters, and contaminated materials disposed of in the correct designated containers, with containers not overfilled?	○	○	○	○	○	
10	Are floor markings (bay boundaries, pedestrian walkways, equipment parking zones, hazard areas) clearly visible, undamaged, and accurate?	○	○	○	○	○	
11	Are aisles and walkways free from obstruction at all times, with no parts, tools, or equipment temporarily placed in walk routes?	○	○	○	○	○	
SAFETY ZONES & DAILY HOUSEKEEPING							

12	Are safety zones (around lifts, electrical panels, fire exits, first aid stations) clearly marked and unobstructed?	○	○	○	○	○	
13	Is a daily housekeeping routine in place for the workshop, with end-of-day cleaning and tool return completed before the last technician leaves?	○	○	○	○	○	
14	Are fire exits in the workshop clearly marked, unblocked, and confirmed functional?	○	○	○	○	○	
15	Is the 5S standard in the workshop maintained consistently throughout the working day, not only restored at end of shift before the next day?	○	○	○	○	○	
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
Tool Arrangement & Bay Cleanliness	/20			
Technician Workstations & Equipment	/20			
Waste Handling & Floor Markings	/15			
Safety Zones & Daily Housekeeping	/20			
OVERALL SCORE	**/75**			

Sign-Off

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

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Action Plan Tracker

5S Workshop — Gap Closure Framework

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

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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 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

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