Accessory Inventory Availability

Audit Scorecard

A 15-point compliance assessment for fast-moving accessories, model-wise stock, backorder items, reorder levels, ageing stock, and inventory accuracy

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 Accessory Inventory Availability 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: Accessory availability is a direct revenue and satisfaction driver — a consultant who recommends an accessory and then discovers it is out of stock loses the sale and the customer's confidence simultaneously. Review the top 20 fast-moving accessories against current stock on the day of every management meeting, not only in the monthly stock report.

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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
FAST-MOVING & MODEL-WISE STOCK							
1	Is a defined list of fast-moving accessories maintained, with minimum stock levels set and monitored to prevent the most commonly requested items from stocking out?	○	○	○	○	○	
2	Is accessory stock managed by model — with stocking decisions aligned to the dealership's current vehicle parc and new model sales mix, not based on historical averages that may reflect a different model range?	○	○	○	○	○	
3	Are accessories for newly launched models stocked ahead of the model's retail go-live date, so customers can order and receive accessories at the point of purchase — not after a waiting period?	○	○	○	○	○	
4	Is the sales team informed of which accessories are in stock and which are on order at any given time, so they can make accurate commitments to customers without waiting for a parts query?	○	○	○	○	○	
REORDER LEVELS & BACKORDER MANAGEMENT							
5	Are reorder levels set for all stocked accessories, triggering replenishment before stock reaches zero — not initiated reactively after a stockout has already occurred?	○	○	○	○	○	
6	Is a backorder tracker maintained for all accessories on order, with expected arrival dates updated at a defined frequency and communicated to the sales team?	○	○	○	○	○	
7	Are customers with accessories on backorder proactively informed of updated ETAs, rather than relying on the customer to chase for a status update?	○	○	○	○	○	
8	Is a priority reorder process in place for accessories required for imminent vehicle deliveries — ensuring pre-delivery fitment orders are not treated with the same lead time as standard replenishment?	○	○	○	○	○	
AGEING STOCK							
9	Is an ageing stock report reviewed on a defined cycle, identifying accessories that have exceeded the defined ageing threshold without a sale?	○	○	○	○	○	
10	Are aged accessories subject to a defined action plan — promotional placement, bundled offer, sales team briefing, or return to supplier — rather than left on the shelf indefinitely?	○	○	○	○	○	
11	Is obsolete accessory stock (for models no	○	○	○	○	○	

	longer in the active vehicle parc) identified and managed separately, with a return-to-distributor or write-off process followed rather than continued holding?						
STOCK ACCURACY & GOVERNANCE							
12	Is accessory physical stock reconciled against system stock on a defined cycle, with discrepancies investigated and resolved rather than accepted as normal variance?	○	○	○	○	○	
13	Is the accessory inventory accuracy rate (system stock matching physical stock) tracked as a metric, with accuracy below the defined threshold triggering a root cause investigation?	○	○	○	○	○	
14	Is accessory stock performance (availability rate, backorder rate, ageing stock value) reviewed in the management meeting alongside parts and service revenue metrics?	○	○	○	○	○	
15	Is the accessory stocking plan reviewed at each model-year update, adding new accessories for new model variants and removing stocking allocations for discontinued items?	○	○	○	○	○	
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
Fast-Moving & Model-Wise Stock	/20			
Reorder Levels & Backorder Management	/20			
Ageing Stock	/15			
Stock Accuracy & Governance	/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

Accessory Inventory Availability — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close Accessory Inventory Availability 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 Accessory Inventory Availability 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	Accessory Inventory Availability / 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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