EV Parts Storage

Audit Scorecard

A 15-point compliance assessment for HV parts storage, battery components, cable labelling, segregation, damage prevention, temperature control, and traceability

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 EV Parts Storage 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: EV parts storage audits should verify that HV component labelling is sufficient to be understood by any staff member who might encounter the storage area — including emergency responders. A clearly marked HV warning on every stored battery component could be critical information for a first responder in an incident involving the storage area.

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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
HV COMPONENT STORAGE & LABELLING							
1	Are all high-voltage components (battery packs, HV cables, power electronics, inverters) stored in a clearly labelled, dedicated HV storage area, separate from standard parts storage?	○	○	○	○	○	
2	Is every stored HV component labelled with the part number, vehicle application, condition (new, used, remanufactured), and HV warning indicator?	○	○	○	○	○	
3	Are HV cables stored in a way that prevents connector damage — with protective caps fitted, cables coiled without sharp bends, and no heavy items placed on top?	○	○	○	○	○	
4	Are non-HV-certified staff prevented from accessing the HV parts storage area, with physical access control or a clear restricted-access designation enforced?	○	○	○	○	○	
BATTERY PARTS & SEGREGATION							
5	Are battery modules and packs stored in their OEM-specified orientation — not inverted, tilted, or stacked beyond the manufacturer's permitted stack height?	○	○	○	○	○	
6	Are used or returned battery components stored separately from new parts, clearly labelled as 'Used — Awaiting Assessment' and not available for fitment without inspection?	○	○	○	○	○	
7	Are battery parts from different EV models stored separately and clearly identified by vehicle compatibility, to prevent incorrect fitment of a similar-looking but incompatible unit?	○	○	○	○	○	
8	Is a damaged or suspect HV battery component quarantined in a designated safe area — isolated from other parts, externally labelled, and assessed before any decision on use, return, or disposal?	○	○	○	○	○	
DAMAGE PREVENTION & TEMPERATURE CONTROL							
9	Is the HV parts storage area maintained within the temperature range specified by component manufacturers, with no HV parts stored in areas subject to extreme heat, cold, or humidity?	○	○	○	○	○	
10	Are battery packs stored at the OEM-recommended state of charge for storage periods, with charge level checked and maintained on the defined schedule?	○	○	○	○	○	
11	Is HV parts storage free from ignition sources, with appropriate fire suppression available and no flammable materials stored in the same	○	○	○	○	○	

	area?						
TRACEABILITY & GOVERNANCE							
12	Is a register maintained for all HV parts in storage, recording part number, serial number, vehicle VIN of origin (for used parts), storage date, condition, and charge level (for battery parts)?	○	○	○	○	○	
13	Is HV parts traceability sufficient to support a recall — allowing identification of all stored units from a specific batch or supplier if a safety notice is issued?	○	○	○	○	○	
14	Are HV parts disposal records maintained, confirming batteries and HV components were handled by a licensed recycler or returned to the OEM-designated recovery programme?	○	○	○	○	○	
15	Is the HV parts storage area included in the regular parts department audit cycle — not treated as an exception zone outside normal inventory and housekeeping standards?	○	○	○	○	○	
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
HV Component Storage & Labelling	/20			
Battery Parts & Segregation	/20			
Damage Prevention & Temperature Control	/15			
Traceability & 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

EV Parts Storage — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close EV Parts Storage 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 EV Parts Storage 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	EV Parts Storage / 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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