SASO Fuel Economy Label

Audit Scorecard

A 15-point compliance assessment for fuel economy label availability, accuracy, display requirements, and certificate validity for new light vehicles

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 SASO Fuel Economy Label 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: SASO fuel economy label compliance is most commonly breached in the weeks following a new model launch — labels for new variants may not arrive with the first batch of vehicles. Confirm label receipt and fitment before any new vehicle is placed on display, not after the vehicle has already been shown to customers.

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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
LABEL AVAILABILITY & DISPLAY							
1	Does every new light vehicle on display or offered for sale carry a SASO fuel economy label as required under the SASO fuel economy label service for new light vehicles?	○	○	○	○	○	
2	Is the fuel economy label displayed in the correct mandatory position on the vehicle (left rear window) as specified in the SASO label requirements?	○	○	○	○	○	
3	Is the fuel economy label affixed and visible during showroom hours, not covered by promotional material, window tinting, or protective film?	○	○	○	○	○	
4	Are demonstration and test drive vehicles also carrying current, accurate fuel economy labels consistent with their specifications?	○	○	○	○	○	
LABEL ACCURACY & VEHICLE DATA MATCH							
5	Does the fuel economy rating on the displayed label match the approved rating on file for the specific model, variant, and engine configuration?	○	○	○	○	○	
6	Is the vehicle identification data (model, variant, engine, transmission) on the label consistent with the actual vehicle it is affixed to?	○	○	○	○	○	
7	Where multiple variants of the same model carry different fuel economy ratings, are labels correctly differentiated and matched to each specific variant?	○	○	○	○	○	
8	Are labels for new model-year vehicles updated to reflect the current SASO-approved rating for that model year, with no prior-year labels in use?	○	○	○	○	○	
CERTIFICATE VALIDITY							
9	Is the SASO fuel economy certificate for each model on sale current and valid, with no expired approvals still in use?	○	○	○	○	○	
10	Are certificate validity periods tracked, with renewal applications submitted before expiry to avoid any gap in compliance?	○	○	○	○	○	
11	Are certificate records held on file at the dealership, available for inspection if requested by SASO or regulatory authorities?	○	○	○	○	○	
CUSTOMER VISIBILITY & GOVERNANCE							
12	Is the fuel economy label visible and legible to customers browsing the showroom without	○	○	○	○	○	

	needing to request it from sales staff?						
13	Are sales staff able to explain the fuel economy label data to customers accurately, including the rating scale and its relevance to running costs?	○	○	○	○	○	
14	Is there a documented process for replacing damaged or missing fuel economy labels before the vehicle is displayed or sold?	○	○	○	○	○	
15	Is a named person at the dealership responsible for monitoring fuel economy label compliance across the vehicle display?	○	○	○	○	○	
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
Label Availability & Display	/20			
Label Accuracy & Vehicle Data Match	/20			
Certificate Validity	/15			
Customer Visibility & Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Sales Manager Name	
Sales Manager Signature	
Next Audit Date	

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Action Plan Tracker

SASO Fuel Economy Label — Gap Closure Framework

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