



5S Workshop

Audit Scorecard

A zone-by-zone scoring template for automotive workshop 5S compliance evaluation

Dealer / Center Name

Dealer Code

Region / Zone

Auditor Name

Audit Date

Cycle / Period

How to Use This Scorecard

This scorecard evaluates 5S compliance across five workshop zones and five pillars. 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 in this zone.
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 maintenance between audits without prompting.

RAG Status Guide

Status	Zone Score	Action
 Green	20–25 (80–100%)	Compliant. Maintain current standards.
 Amber	13–19 (50–79%)	Improvement required. Structured action plan within 30 days.
 Red	0–12 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: 5S audits are most reliable when unannounced. Consider scheduling a proportion of your cycle as surprise visits — dealers who maintain standards between audits are genuinely compliant; those who prepare only for the visit are not.

Zone-by-Zone Scorecard

Circle a score 1–5 for each criterion per zone. Record notes in the final column.

Zone	Pillar	Criterion	1	2	3	4	5	Notes
SORT — ZONE 1 — SERVICE BAYS								
Zone 1	Sort	Unnecessary items, tools, or materials have been removed from the work area	☐	☐	☐	☐	☐	
Zone 1	Sort	No broken or unidentified tools are present	☐	☐	☐	☐	☐	
Zone 1	Sort	A red-tag or disposal process is in place for items awaiting decisions	☐	☐	☐	☐	☐	
SETINORDER — ZONE 1 — SERVICE BAYS								
Zone 1	SetInOrder	Every tool has a designated location marked with a shadow board, label, or indicator	☐	☐	☐	☐	☐	
Zone 1	SetInOrder	All shelves and storage areas are marked with location identifiers	☐	☐	☐	☐	☐	
Zone 1	SetInOrder	Nothing is stored on the floor except items on legs, wheels, or pallets	☐	☐	☐	☐	☐	
SHINE — ZONE 1 — SERVICE BAYS								
Zone 1	Shine	Workbenches, bays, and equipment are clean and free of oil, debris, and waste	☐	☐	☐	☐	☐	
Zone 1	Shine	A cleaning schedule is posted and current in this zone	☐	☐	☐	☐	☐	
Zone 1	Shine	Cleaning responsibilities are assigned to named individuals	☐	☐	☐	☐	☐	
STANDARDISE — ZONE 1 — SERVICE BAYS								
Zone 1	Standardise	Visual standards are posted, current, and match actual conditions	☐	☐	☐	☐	☐	
Zone 1	Standardise	The same standard is applied consistently across all areas of this zone	☐	☐	☐	☐	☐	
Zone 1	Standardise	Audit findings from the previous cycle have been actioned and closed	☐	☐	☐	☐	☐	
SUSTAIN — ZONE 1 — SERVICE BAYS								
Zone 1	Sustain	Cleaning logs and previous audit records are present as evidence of ongoing maintenance	☐	☐	☐	☐	☐	
Zone 1	Sustain	Fire exits, extinguishers, and emergency equipment are accessible and clearly marked	☐	☐	☐	☐	☐	
Zone 1	Sustain	Staff can explain the 5S standards that apply to their work area without prompting	☐	☐	☐	☐	☐	
Service Bays — Total Score →			/ 25 = %					
SORT — ZONE 2 — TOOL STORAGE								

Zone	Pillar	Criterion	1	2	3	4	5	Notes
Zone 2	Sort	Unnecessary items, tools, or materials have been removed from the work area	☐	☐	☐	☐	☐	
Zone 2	Sort	No broken or unidentified tools are present	☐	☐	☐	☐	☐	
Zone 2	Sort	A red-tag or disposal process is in place for items awaiting decisions	☐	☐	☐	☐	☐	
SET IN ORDER — ZONE 2 — TOOL STORAGE								
Zone 2	Set In Order	Every tool has a designated location marked with a shadow board, label, or indicator	☐	☐	☐	☐	☐	
Zone 2	Set In Order	All shelves and storage areas are marked with location identifiers	☐	☐	☐	☐	☐	
Zone 2	Set In Order	Nothing is stored on the floor except items on legs, wheels, or pallets	☐	☐	☐	☐	☐	
SHINE — ZONE 2 — TOOL STORAGE								
Zone 2	Shine	Workbenches, bays, and equipment are clean and free of oil, debris, and waste	☐	☐	☐	☐	☐	
Zone 2	Shine	A cleaning schedule is posted and current in this zone	☐	☐	☐	☐	☐	
Zone 2	Shine	Cleaning responsibilities are assigned to named individuals	☐	☐	☐	☐	☐	
STANDARDISE — ZONE 2 — TOOL STORAGE								
Zone 2	Standardise	Visual standards are posted, current, and match actual conditions	☐	☐	☐	☐	☐	
Zone 2	Standardise	The same standard is applied consistently across all areas of this zone	☐	☐	☐	☐	☐	
Zone 2	Standardise	Audit findings from the previous cycle have been actioned and closed	☐	☐	☐	☐	☐	
SUSTAIN — ZONE 2 — TOOL STORAGE								
Zone 2	Sustain	Cleaning logs and previous audit records are present as evidence of ongoing maintenance	☐	☐	☐	☐	☐	
Zone 2	Sustain	Fire exits, extinguishers, and emergency equipment are accessible and clearly marked	☐	☐	☐	☐	☐	
Zone 2	Sustain	Staff can explain the 5S standards that apply to their work area without prompting	☐	☐	☐	☐	☐	
Tool Storage — Total Score →			/ 25 = %					
SORT — ZONE 3 — PARTS STAGING								
Zone 3	Sort	Unnecessary items, tools, or materials have been removed from the work area	☐	☐	☐	☐	☐	
Zone 3	Sort	No broken or unidentified tools are present	☐	☐	☐	☐	☐	
Zone 3	Sort	A red-tag or disposal process is in place for items awaiting decisions	☐	☐	☐	☐	☐	

Zone	Pillar	Criterion	1	2	3	4	5	Notes
SETINORDER — ZONE 3 — PARTS STAGING								
Zone 3	SetInOrder	Every tool has a designated location marked with a shadow board, label, or indicator	☐	☐	☐	☐	☐	
Zone 3	SetInOrder	All shelves and storage areas are marked with location identifiers	☐	☐	☐	☐	☐	
Zone 3	SetInOrder	Nothing is stored on the floor except items on legs, wheels, or pallets	☐	☐	☐	☐	☐	
SHINE — ZONE 3 — PARTS STAGING								
Zone 3	Shine	Workbenches, bays, and equipment are clean and free of oil, debris, and waste	☐	☐	☐	☐	☐	
Zone 3	Shine	A cleaning schedule is posted and current in this zone	☐	☐	☐	☐	☐	
Zone 3	Shine	Cleaning responsibilities are assigned to named individuals	☐	☐	☐	☐	☐	
STANDARDISE — ZONE 3 — PARTS STAGING								
Zone 3	Standardise	Visual standards are posted, current, and match actual conditions	☐	☐	☐	☐	☐	
Zone 3	Standardise	The same standard is applied consistently across all areas of this zone	☐	☐	☐	☐	☐	
Zone 3	Standardise	Audit findings from the previous cycle have been actioned and closed	☐	☐	☐	☐	☐	
SUSTAIN — ZONE 3 — PARTS STAGING								
Zone 3	Sustain	Cleaning logs and previous audit records are present as evidence of ongoing maintenance	☐	☐	☐	☐	☐	
Zone 3	Sustain	Fire exits, extinguishers, and emergency equipment are accessible and clearly marked	☐	☐	☐	☐	☐	
Zone 3	Sustain	Staff can explain the 5S standards that apply to their work area without prompting	☐	☐	☐	☐	☐	
Parts Staging — Total Score →			/ 25 = %					
SORT — ZONE 4 — WASTE & DISPOSAL AREA								
Zone 4	Sort	Unnecessary items, tools, or materials have been removed from the work area	☐	☐	☐	☐	☐	
Zone 4	Sort	No broken or unidentified tools are present	☐	☐	☐	☐	☐	
Zone 4	Sort	A red-tag or disposal process is in place for items awaiting decisions	☐	☐	☐	☐	☐	
SETINORDER — ZONE 4 — WASTE & DISPOSAL AREA								
Zone 4	SetInOrder	Every tool has a designated location marked with a shadow board, label, or indicator	☐	☐	☐	☐	☐	
Zone 4	SetInOrder	All shelves and storage areas are marked with location identifiers	☐	☐	☐	☐	☐	

Zone	Pillar	Criterion	1	2	3	4	5	Notes
Zone 4	SetInOrder	Nothing is stored on the floor except items on legs, wheels, or pallets	☐	☐	☐	☐	☐	
SHINE — ZONE 4 — WASTE & DISPOSAL AREA								
Zone 4	Shine	Workbenches, bays, and equipment are clean and free of oil, debris, and waste	☐	☐	☐	☐	☐	
Zone 4	Shine	A cleaning schedule is posted and current in this zone	☐	☐	☐	☐	☐	
Zone 4	Shine	Cleaning responsibilities are assigned to named individuals	☐	☐	☐	☐	☐	
STANDARDISE — ZONE 4 — WASTE & DISPOSAL AREA								
Zone 4	Standardise	Visual standards are posted, current, and match actual conditions	☐	☐	☐	☐	☐	
Zone 4	Standardise	The same standard is applied consistently across all areas of this zone	☐	☐	☐	☐	☐	
Zone 4	Standardise	Audit findings from the previous cycle have been actioned and closed	☐	☐	☐	☐	☐	
SUSTAIN — ZONE 4 — WASTE & DISPOSAL AREA								
Zone 4	Sustain	Cleaning logs and previous audit records are present as evidence of ongoing maintenance	☐	☐	☐	☐	☐	
Zone 4	Sustain	Fire exits, extinguishers, and emergency equipment are accessible and clearly marked	☐	☐	☐	☐	☐	
Zone 4	Sustain	Staff can explain the 5S standards that apply to their work area without prompting	☐	☐	☐	☐	☐	
Waste & Disposal Area — Total Score →			/ 25 = %					
SORT — ZONE 5 — WORKSHOP OFFICE & RECORDS								
Zone 5	Sort	Unnecessary items, tools, or materials have been removed from the work area	☐	☐	☐	☐	☐	
Zone 5	Sort	No broken or unidentified tools are present	☐	☐	☐	☐	☐	
Zone 5	Sort	A red-tag or disposal process is in place for items awaiting decisions	☐	☐	☐	☐	☐	
SETINORDER — ZONE 5 — WORKSHOP OFFICE & RECORDS								
Zone 5	SetInOrder	Every tool has a designated location marked with a shadow board, label, or indicator	☐	☐	☐	☐	☐	
Zone 5	SetInOrder	All shelves and storage areas are marked with location identifiers	☐	☐	☐	☐	☐	
Zone 5	SetInOrder	Nothing is stored on the floor except items on legs, wheels, or pallets	☐	☐	☐	☐	☐	
SHINE — ZONE 5 — WORKSHOP OFFICE & RECORDS								
Zone 5	Shine	Workbenches, bays, and equipment are clean and free of oil, debris, and waste	☐	☐	☐	☐	☐	

Zone	Pillar	Criterion	1	2	3	4	5	Notes
Zone 5	Shine	A cleaning schedule is posted and current in this zone	☐	☐	☐	☐	☐	
Zone 5	Shine	Cleaning responsibilities are assigned to named individuals	☐	☐	☐	☐	☐	
STANDARDISE — ZONE 5 — WORKSHOP OFFICE & RECORDS								
Zone 5	Standardise	Visual standards are posted, current, and match actual conditions	☐	☐	☐	☐	☐	
Zone 5	Standardise	The same standard is applied consistently across all areas of this zone	☐	☐	☐	☐	☐	
Zone 5	Standardise	Audit findings from the previous cycle have been actioned and closed	☐	☐	☐	☐	☐	
SUSTAIN — ZONE 5 — WORKSHOP OFFICE & RECORDS								
Zone 5	Sustain	Cleaning logs and previous audit records are present as evidence of ongoing maintenance	☐	☐	☐	☐	☐	
Zone 5	Sustain	Fire exits, extinguishers, and emergency equipment are accessible and clearly marked	☐	☐	☐	☐	☐	
Zone 5	Sustain	Staff can explain the 5S standards that apply to their work area without prompting	☐	☐	☐	☐	☐	
Workshop Office & Records — Total Score →			/ 25 = %					

Zone Summary & RAG Status

Transfer zone totals from the scorecard. Assign RAG status and record the priority action for each zone.

Zone	Score /25	%	RAG	Priority Action
Service Bays	/25			
Tool Storage	/25			
Parts Staging	/25			
Waste & Disposal Area	/25			
Workshop Office & Records	/25			
OVERALL SCORE				

Sign-Off

Auditor Name	
Auditor Signature	
Date	
Workshop Manager Name	
Workshop Manager Signature	
Next Audit Date	



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