AutoSmart Audit

Action Plan Tracker

Dealer Standards Gap Closure Framework

A structured four-stage workflow for OEM networks and distributor groups to assign, track, verify, and close dealer non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

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.

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How to Use This Tracker

This tracker is designed to be completed immediately following a field audit. Every non-compliance recorded in the audit must be logged here as an action item and progressed through all four stages before it is considered resolved.

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	Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, purchase orders, training schedules.
COMPLETED	Dealer Principal	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, training certificate.
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.

Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE 1 — PENDING | NOT YET STARTED

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 2 — IN PROGRESS | WORK UNDERWAY, EVIDENCE BEING GATHERED

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 3 — COMPLETED | RESOLVED BY DEALER, PENDING REGIONAL APPROVAL

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 4 — APPROVED | VERIFIED BY REGIONAL AUDITOR / ASM AND CLOSED

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						

Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the Dealer Principal 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
