# **5001: Evaluation Tools**

Quality Improvement Secretariat <a href="https://www.qis.gov.bd">www.qis.gov.bd</a>

## **5S Audit/Evaluation Sheet**

<b>Hospital Name:</b>	
-----------------------	--

#### A. Outside/Inside Premises

- SORTING
- SETTING
- SHINING
- STANDARDIZATION
- SUSTAIN

#### **B.** OPD (Out Patient Dept)

- SORTING
- SETTING
- SHINING
- STANDARDIZATION
- SUSTAIN

#### C. IPD

- SORTING
- SETTING
- SHINING
- STANDARDIZATION
- SUSTAIN

#### D. LABORATORY

- SORTING
- SETTING
- SHINING
- STANDARDIZATION
- SUSTAIN

Name of Auditor	•
Started at	:
Finished at	

# **Outside & Inside Premises**

### 1. SORTING

1.1.2 Drair	nage system	Yes No
	Closed/ covered	
	Properly maintained	
	All manhole pits covered	
	romises free of clutter/ Good orderliness.	
Outside th	e building - Garden	
1.2.1 Drair	nage system	Yes No
	Opened	
	Properly maintained	
	All manhole pits covered	
1.2.2 Clutt		Yes No
	Free of garbage in undefined areas	
	Free of unwanted fixed structures	
	Free of unwanted bees &branches	
	Free of unserviceable vehicles	
 1.3 Walls (Parapet	······································	Yes No
Free of old	, inappropriate Posters	
Free of old	, inappropriate Calendars	
Free of old	, inappropriate Pictures	
Free of old	, inappropriate Decorations	
1.4 Use of Notice	Boards	Yes No
Only Curre	nt notice displayed	
Hospital Statu	s Assessment Tool developed by EBM Study Working Group*	
	Notices Approved by Authority	
	Removal date marked	
 1.5 Ambulance		Yes No

## 2. SETTING

	the site plan at the entrance	Yes No
2.2 Directiona	 Il Boards to all facilities displayed	Yes N
	Directional boards at	
	Lab	
	Wards	
	Clinics	
	OPD	
	Reception	
	Operation theatre	
	Pharmacy	
	Labour room	
	Emergency room	
	Toilets	
	Office	
	Canteen	
2 2 20	tandard color scheme use for sign boards	
2.2.23	General – Black	
	Clean – Light Blue	
	Infection – Yellow	
	Attention symbols – Red (ICU, Blood Bank, Unsterile, Negative)	
Existe xistence of fu larked pathy mergency Ve	ss at the entrance/ Exit for Vehicles & Pedestrians movements nce of minimum of two access points to the Hospital premises unctioning gate of the entrance vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency	Yes N
Existe  xistence of fu  Aarked pathv  mergency Ve  Directions for	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance I ays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	
Existe Existence of functions for Control  Contr	nce of minimum of two access points to the Hospital premises inctioning gate of the entrance vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	Yes N
Existe Existence of fundamental Marked pathy Emergency Verbirections for Existence of the second sec	nce of minimum of two access points to the Hospital premises inctioning gate of the entrance vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premisesof the basic infrastructure cal lines	
Existence of formal description of the control of t	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises  of the basic infrastructure cal lines Vater	
Existe Existence of functions for Existence very very serious for Existence very very serious for Existence very serious for	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	
Existence of formal description of the control of t	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	
Existe  xistence of fu  Aarked pathy mergency Ve Directions for   A Neatness  Electri  Pipe w  Gas lir  Gutte	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	Yes N
Existe  xistence of fu  Aarked pathy mergency Ve  irections for   A Neatness  Electri  Pipe w  Gas lir  Gutte   5 Seating Fa	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises	Yes N
Existe Existence of fundamental Marked pathy Emergency Verifications for  Existence of fundamental Marked pathy Emergency Verifications for  Existence of fundamental Marked pathy Exist	nce of minimum of two access points to the Hospital premises inctioning gate of the entrance vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises  of the basic infrastructure cal lines vater nes  cilities to Patients Provided	
Existe Existence of fundamental Marked pathway Emergency Verifications for Existence of fundamental Marked pathway Emergency Verifications for Existence of fundamental Marked pathway Existence of fundamenta	nce of minimum of two access points to the Hospital premises Inctioning gate of the entrance Vays for Vehicles & Pedestrians hicle stopper marked at entrance to OPD/ Emergency One – Way Vehicle Movement inside Premises  of the basic infrastructure cal lines Vater Hes  or S  cilities to Patients Provided  Parking Areas / Bays	Yes N

		Waste bins	
	2.6.2	Kept in the proper designated place	
		Vehicle within the promises	
		Ambulances	
		Waste bins	
2.7	Corridor N	Maintenance Page 1981	Yes No
	Prope	rly maintained (even floor)	
	Marke	ed Pathways for pedestrians	

### 3. SHINING

### **3.1** Cleaning Responsibility Schedule Displayed in

Drainage System

Gar	den	
3.2	Waste Management Functioning Waste collected into designated containers Waste segregation done routinely Waste transport & disposal done routinely	Yes No
3.3	Garden tape are in working order	Yes No
3.4	Overhead tanks in working order & clean  Presence of adequate volume of water Free of sediments No leaking from to tank Tank is covered Free of plants clean	Yes No
3.5	Cleaning tools (brooms, mopping brushes) are stored properly  Kept in the designated place  Properly aerated  Hung on the wall	Yes No
3.6	Cleanliness of Ambulances	Yes No
3.7	General Appearance of cleanliness all around Generally clean	Yes No

#### 4. STANDARDIZATION

#### 4.1 Standardized signage system in place to guide Pedestrians

Yes No

In all Two languages
Bangla
English
In correct font size

\_\_\_\_\_\_

#### 4.2 Standardized signage of visual alerts

In standard color scheme

Danger zones/ Construction in progress Wet floor

### 5. SUSTAIN

5.1 Displaying 5S Posters in two languages	Yes No
In all Two languages	
Bangla	
English	
Comments	

## **OPD**

### 1. SORTING

.1 Outside o	f the building- Garden n	Yes No
2 Inside the	building	Yes No
	of broken unusable furniture/ items	
	of unwanted record, registers &returns	
	of outdated notices	
	of unwanted decorations/ posters	
	of unusable/ unserviceable equipment	
3 Roof tops	free of clutter	Yes No
 Tops of w.	ork areas/Cupboards/Shelves/Tables free of unwanted items	
1.4.1	Work areas (tables)	Yes No
	Free of unserviceable and/ or inappropriate items (records, regis	ters, returns)
1.4.2	Top of cupboards –totally free of inappropriate items	
	Top of shelves - totally free of inappropriate items	
	Top of refrigerator - totally free of inappropriate items	
 5 Appropria	ate storing of drugs	
1.5.1	Drug cabinets	Yes No
	Free of inappropriate items	
	Free of expired items	
1.5.2	Drug Carts	Yes No
	Free of inappropriate items	
	Free of expired items	
1.5.3	Emergency Tray	Yes No
	Free of anything other than included in the check list Free of expired Awns	
	cupboards –free of unwanted items	Yes No
Gene	al cupboards 	
.7 Stationer		Yes No
Appro	priate amount kept- No unnecessary excess	
.8 Walls		Yes No
Free o	of old, inappropriate Posters	

	Free of old, inappropriate Calendars  Free of old, inappropriate Pictures  Free of old, inappropriate Decorations	
1.9	Use of Notice Boards Only current notice displayed	Yes No
1.10	Proceedings of the inventory number, date of removal	Yes No
1.11	General Appearance Free of clutter	Yes No

### 2. SETTING

2.1 All facilitie	es labeled	Yes No
<b>2.2 Arrangem</b> Equipmen Files	ent According to "Can see, Can take out, Can return" t's	Yes No
Admin, Tio	ekets	
Medical re	eports	
Register 		
-	Parking Areas / Bays	
2.3.1	Marked	Yes No
	Oxygen Cylinders Garbage Bins	
2.3.2	Kept in the proper designated place	Yes No
2.5.2	Vehicles within the Premises	163110
	Trolleys & wheel chairs marked	
	Oxygen Cylinders	
	Garbage Bins	
2.4 All Arrang	ed an X & Y Axis	Yes No
_	Furniture	
	Clinics	
	Rooms	
	Notice Boards	
	Posters	
	ss of Pharmacy & Dispensary Activities	Yes No
_	Cabinets arranged in alphabetical order	
_	Carts arranged in alphabetical order	
Gener	al cupboards –items stored according to frequency of use	
2 6 Dramaria /		
• •	Arranged Refrigerator I According to 'first in first out' method	Yes No
	erature chart is maintained daily	
•	nts is displayed	
2 7 Orderline	ss of the Staff Area	 Yes No
	est rooms	123140
3.0 Chamana at	Communication Materials and interior of the communication of the communi	
_	f Consumable Materials, maintained properly n to identify minimum, replacement and maximum levels for item	Yes No
System	in to ractiony minimum, replacement and maximum levels for item	IJ

Systematic storage of printed form & charts  Visual controls for syringes, gloves, boiler, water filter etc.	
Drridor Maintenance  Properly maintained (if flower pots are kept they are equally distanced)	Yes No
Reduce Patients Waiting Time  From the time of registration up to the time of collecting drugs from	Yes No the dispensary
Sorting of Gas pipes 1 Cylinders using color codes in ETU  Oxygen – white  Nitrous Oxide – Blue	Yes No
	Systematic storage of printed form & charts Visual controls for syringes, gloves, boiler, water filter etc.  Orridor Maintenance Properly maintained (if flower pots are kept they are equally distanced)  Reduce Patients Waiting Time From the time of registration up to the time of collecting drugs from  Sorting of Gas pipes 1 Cylinders using color codes in ETU  Oxygen – white

## 3. SHINING

	OPD	
	Toilets	
Drai	nage System	
	Mosto Management Functioning	
3.2	Vaste Management Functioning  Waste collected into designated containers	Yes No
	Waste segregation done routinely	
	Waste transport & disposal done routinely	
3.3	Presence of high level of cleanliness within the unit	Yes No
0.0	Floor	100110
	Walls	
	Windows	
	Furniture	
	Fittings – (Lamp Shades, Fans, Switches)	
	Accessories – (Curtains, Table cloths)	
	Accessories – (Curtains, Table cloths) Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)	
3.4	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)	
3.4	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)   Toilet / Washroom in working order & clean	
3.4 °	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)   Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean	
3.4 °	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean	
3.4 °	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Foilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap	
3.4	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Foilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket	
3.4 °	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Foilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap	Yes No
	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket  Cistern in working order, none leaking and clean  Door locks in working condition  Cleaning tools (brooms, mopping brushes) are stored Properly	Yes No
	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket  Cistern in working order, none leaking and clean  Door locks in working condition  Cleaning tools (brooms, mopping brushes) are stored Properly  Kept in the designated place	Yes No
	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket  Cistern in working order, none leaking and clean  Door locks in working condition  Cleaning tools (brooms, mopping brushes) are stored Properly  Kept in the designated place  Properly aerated	Yes No
	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket  Cistern in working order, none leaking and clean  Door locks in working condition  Cleaning tools (brooms, mopping brushes) are stored Properly  Kept in the designated place	
3.5	Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)  Toilet / Washroom in working order & clean  Water taps in working order, non leaking and clean  Wash basins unblocked, none looking and clean  Availability of soap  Availability of bucket  Cistern in working order, none leaking and clean  Door locks in working condition  Cleaning tools (brooms, mopping brushes) are stored Properly  Kept in the designated place  Properly aerated	Yes No

### 4. STANDARDIZATION

1 Maintenance of all counters (OPD) in a standardized manner  No structure obstructing communication between patient & health worker	Yes N
Maintenance system of registers	
Registration Process for the Patients	
2 Availability of standardized record keeping  Duty rosters for Nurses	Yes N
Drug registers	
3 Standardized signage system in place to guide pedestrians	Yes N
In all there languages	
In correct font size	
In standard color scheme	
4 Availability of a standardized system in place to identity drugs	Yes N
List of contents in the cupboard	
List of contents in the refrigerator	
Availability of asystem to notify the out of stock drugs to doctors	
5 Standardized Common OPD Procedures in place	Yes N
Issuing of OPD prescription forms, Tickets	
Acceptance of the elderly patients to OPD	
Acceptance of the disabled patients to OPD	
Acceptance of staff patients to OPD	
Standardizedsignage of visual alerts	Yes N
Danger zones/ Construction in progress	
Wet floors	
7 Availability of service information for equipments	Yes N
Details of the Service Provider	
Inventory Number	
Frequency of service	
Cost	
Service schedule maintained for trolleys and wheel chairs	
8 Fans and lights are marked in a standardized manner	Yes N

### 5. SUSTAIN

5.1	Displaying 5S Posters in all two languages	Yes No
	Bengali	
	English	
<b>-</b> 2	Fuidones at the Moule Improvement Toom (MIT) activities	
5.2	Evidence at the Work Improvement Team (WIT) activities	Yes No
	Meeting Minutes we available	
	Progress reports are prepared	

# **IPD**

### 1. SORTING

1.1 R	oof tops			Yes N
	Free o	f clutter		
2 T	ons of w	ork- areas/ Cupboards/ Shelves/ Tables free of unwanted items		
	1.2.1	Work areas (tables)		Yes N
	1.2.1	Free of inappropriate items (records, registers, returns)		
	1.2.2	Top of cupboards – totally free of inappropriate items		
		Top of shelves – totally free of inappropriate items		
		Top of refrigerator – totally free of inappropriate items		
.3 A		ite storing of drugs		Yes N
	1.3.1	Drug Cabinets		
		Free of inappropriate items		
	4 2 2	Free of expired drugs		
	1.3.2	Drug Carts		
		Free of inappropriate items		
		Free of expired drugs		
		Emergency Tray		
	1.3.3			
	1.3.3	Free of anything other than indicated in vie check list Free of expired drugs		
  4 In	  nside of (	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items		 Yes I
  .4 In	  nside of (	Free of anything other than indicated in vie check list Free of expired drugs		Yes I
	nside of C Gener	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers	Yes No	Yes I
	side of ( Gener ed head	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day	Yes No	Yes I
	Gener Gener Gener Gener Gener	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward	Yes No	Yes I
	Gener Gener Gener Gener Gener	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day	Yes No	Yes I
.5 B	Gener Gener Gener Gener Gener	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward	Yes No	Yes I
 .5 B	ed head BHTs r No reg	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward	Yes No	
 .5 B	ed head BHTs r No reg	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward	Yes No	
 .5 B	mside of C Gener Ged head BHTs r No reg No Me	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward  or priate amount kept- No unnecessary excess	Yes No	Yes
 .5 B	ed head BHTs r No reg No Me tationery Appro	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward  Priate amount kept- No unnecessary excess  of old, inappropriate Posters	Yes No	Yes
	ed head BHTs r No reg No Me  tationery Appro	Free of anything other than indicated in vie check list Free of expired drugs  Cupboards – Free of unwanted items al cupboards  Ticket (BHTs)Medical Reports/ Registers not kept in ward beyond 1 working day gisters older than 2 months kept in the ward edical Reports older than 2 months kept in the ward  or priate amount kept- No unnecessary excess	Yes No	Yes I

1.8	Corridors	Yes No
	Should be free of any items stored	
1.9	Use of Notice Boards	Yes No
	Only current notice displayed	
1.1		Yes No
	Stickers indicating the inventory number, date of removal	
1.1	The second secon	Yes No
	Free of clutter	

### 2. SETTING

Wards Toilets  2.1.2 Standard Color Scheme used appropriately General - Black Sterile - Dark Blue Clean - Light Blue Clean - Light Blue Infection - Yellow Mention Symbols - Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	2.1 Sign Boa		Yes No
Toilets  2.1.2 Standard Color Scheme used appropriately General - Black Sterile - Dark Blue Clean - Light Blue Infection - Yellow Mention Symbols - Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	2.1.1	, ,	
2.1.2 Standard Color Scheme used appropriately General - Black Sterile - Dark Blue Clean - Light Blue Infection - Yellow Mention Symbols - Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley			
General - Black Sterile - Dark Blue Clean - Light Blue Infection - Yellow Mention Symbols - Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	2.1.2		Yes No
Clean – Light Blue Infection – Yellow Mention Symbols –Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Yes Note Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley			
Infection — Yellow Mention Symbols —Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley		Sterile –Dark Blue	
Mention Symbols –Red (Unsterile, Negative)  2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley		Clean – Light Blue	
2.2 Emergency Measures arehighlighted/ Labeled in a standardized manner Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley		Infection – Yellow	
Emergency Exits Fire Extinguishers  2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Yes No Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley		•	
2.3 Orderliness in the intake of Patients for Consultations A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Yes No Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	_		Yes No
2.3 Orderliness in the intake of Patients for Consultations  A system in plan to access emergency patient for immediate care  2.4 Neatness of the basic infrastructure  Electrical lines Pipe water Door windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return"  Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	Fire E	Extinguishers 	
2.4 Neatness of the basic infrastructure  Electrical lines Pipe water Door& windows can be closed properly  2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Yes No Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	2.3 Orderlin	ness in the intake of Patients for Consultations stem in plan to access emergency patient for immediate care	Yes No
2.5 Seating Facilities to Patients Provided In X & Y axis Enough room to move  2.6 Arrangement According to "Can see, Can take out, Can return" Yes No Equipments Tools File & Admin, Tickets Medical reports  2.7 Specific Parking Areas/ Bays 2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley	<b>2.4 Neatnes</b> Elect Pipe	rical lines water	Yes No
In X & Y axis Enough room to move	D00	· · ·	
Enough room to move	_		Yes No
2.6 Arrangement According to "Can see, Can take out, Can return"  Equipments Tools File & Admin, Tickets Medical reports			
Equipments Tools File & Admin, Tickets Medical reports		to move	
Tools File & Admin, Tickets Medical reports	_		Yes No
File & Admin, Tickets Medical reports	-		
Admin, Tickets Medical reports			
Medical reports	_		
2.7 Specific Parking Areas/ Bays  2.7.1 Marked  Trolleys & wheel chairs  Oxygen Cylinders  Garbage Bins  Emergency trolley		·	
2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley			
Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley			Yes No
Oxygen Cylinders Garbage Bins Emergency trolley	2.7.1		
Garbage Bins Emergency trolley		•	
Emergency trolley			
- , , ,		_	
		Drip stands	

	2.7.2	Kept in the proper designated place Oxygen Cylinders Garbage Bins in appropriate color coding Waste Bins Emergency trolley Drip stands	Yes No
2.8 A		ed on X & Y Axis	Yes No
	Beds i	n ward	
		ure in Wards	
		Boards	
	Poster 	'S 	
2.9 P		Arranged Refrigerator	Yes No
		l according to 'First in First out' method	
	•	erature chart is maintained daily	
	A list c	of contents is displayed 	
2.10	Order	liness of the Staff Area	Yes No
	Pa	intry rooms	
	St:	aff rest rooms 	
 2.11		ge of Consumable Materials maintained properly Yes No	
	_	system to identify minimum replacement and maximum levels for items	
	Sto	ored from left to right / top to bottom in an ascending order in size	
	Sy	stematic storage of printed forms & charts	

### 3. SHINING

Ward	
Toilets	
Drainage system	
 Vaste Management Functioning	Yes No
_	
Waste transport & disposal done routinely	
resence of high level of cleanliness within the unit	Yes N
Floor	
Walls	
Windows	
Furniture	
Fittings – (Lamp Shades, Fans, Switches)	
Accessories – (Curtains, Mosquito nets, Table cloths)	
Equipments (Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillatoretc)	
oilet / Washroom in working order & clean	Yes N
Wash basins unblocked, none leaking and clean	
Availability of soap	
Availability of bucket	
Cistern in working order, none leaking	
Door locks in working condition	
leaning tools (brooms, mopping brushes) are stored Properly	Yes N
Kept in the designated place	
Properly aerated	
Hung on the wall	
eds in Wards & Clinics are maintained with Clean Linen Yes No	
Odorless	
Mattressis covered with linen properly	
eneral Appearance of cleanliness all around	Yes N
	Toilets Drainage system  Paste Management Functioning Waste collected into designated containers Waste segregation done on time schedule Waste transport & disposal done routinely  Pesence of high level of cleanliness within the unit Floor Walls Windows Furniture Fittings – (Lamp Shades, Fans, Switches) Accessories – (Curtains, Mosquito nets, Table cloths) Equipments (Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillatoretc)  Dilet / Washroom in working order & clean Water taps in working order, non leaking and clean Wash basins unblocked, one leaking and clean Wavailability of soap Availability of bucket Cistern in working order, none leaking Door locks in working condition  Peaning tools (brooms, mopping brushes) are stored Properly Kept in the designated place Properly aerated Hung on the wall  Peds in Wards & Clinics are maintained with Clean Linen Odorless Mattressis covered with linen properly

### STANDARDIZATION

3.8 A	vailability of standardized record keeping methods  Numbering system of BHTs	Yes No	
	Duty rosters for Nurses		
	Drug registers		
	Discharge patients investigations		
	Doctor "on call" displayed		
	Staff at duty displayed 		
3.9 N		Yes No	
	Clinic books		
	Medical records		
	BHTs		
	Drug registers		
3.10	Availability of standardized system in place to identify drugs in	,	Yes
3.10 N			163
IN	List of contents in the cupboard		
	List of contents in the cupboard  List of contents in the refrigerator		
	List of drugs in generic name		
3.11 N	Standardized Protocols for common clinical procedures	·,	Yes
	SOP of common procedure		
3.12	Standardized signage of visual alerts	Yes No	
	Danger zones/ Construction in progress		
	Wet floors		
3.13	Availability of service information for equipments	,	Yes
N			
	Details of the Service Provider		
	Inventory Number		
	Frequency of service		
	Cost		
3.14		,	Yes
N 	o 		
 3 15	Fans and lights are marked in a standardize manner	Yes No	

\_\_\_\_\_\_

### 4. SUSTAIN

4.1	Displaying 5S Posters in two languages  Bengali	Yes No
	English	
42	Evidence at the Work Improvement Team (WIT) activities	 Yes No
7.2	Meeting Minutes are available	163 140
	Progress reports are prepared	
Con	mments	

# **D: Laboratory**

### 1. SORTING

	I. SURTING	
.1 Outsid	e the building -	
Clu	ttering	Yes No
	Free of out dated decorations, banners, posters	
	Free of garbage in undefined areas	
	Free of unwanted fixed structures	
	Free of unwanted trees & branches	
	Free of unserviceable vehicles	
	the building	Yes No
	e of broken unusable furniture/ items	
	e of unwanted records, registers & returns	
	e of outdated notices	
Fre	e of unusable/ unserviceable equipment 	
 3 Roofto	ps	Yes No
	ee of clutter 	
-	f work Areas/ Cupboards/ Shelves/ Tables free of unwanted items	Yes No
-	.1 Work areas (tables)	
-	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re	
1.4	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re  No items under the glens pane	
-	<ul> <li>.1 Work areas (tables)         Free of unserviceable and/ or inappropriate items records, re         No items under the glens pane     </li> <li>.2 Top of cupboards- totally free of inappropriate items</li> </ul>	
1.4	<ul> <li>.1 Work areas (tables)         Free of unserviceable and/ or inappropriate items records, render the glens pane     </li> <li>.2 Top of cupboards- totally free of inappropriate items         Top of shelves- totally free of inappropriate items     </li> </ul>	
1.4	<ul> <li>.1 Work areas (tables)         Free of unserviceable and/ or inappropriate items records, re         No items under the glens pane     </li> <li>.2 Top of cupboards- totally free of inappropriate items</li> </ul>	
1.4	<ul> <li>.1 Work areas (tables)         Free of unserviceable and/ or inappropriate items records, render the glens pane     </li> <li>.2 Top of cupboards- totally free of inappropriate items         Top of shelves- totally free of inappropriate items     </li> </ul>	
1.4   .5 Inside	<ul> <li>Work areas (tables)         <ul> <li>Free of unserviceable and/ or inappropriate items records, render the glens pane</li> </ul> </li> <li>Top of cupboards- totally free of inappropriate items         <ul> <li>Top of shelves- totally free of inappropriate items</li> <li>Top of refrigerator- totally free of inappropriate items</li> </ul> </li> </ul>	gisters& retur
1.4 1.4  	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re No items under the glens pane .2 Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items	egisters& retur
1.4  	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re No items under the glens pane .2 Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items neral cupboards htry cupboards	egisters& retur
1.4  .5 Inside Pa 	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re No items under the glens pane .2 Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items neral cupboards htry cupboards	gisters& retur
1.4  1.4   5 Inside  Pa   6 Station  Ap	.1 Work areas (tables)  Free of unserviceable and/ or inappropriate items records, re No items under the glens pane .2 Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items  neral cupboards  htry cupboards	Yes No
1.4  1.4   .5 Inside	Pree of unserviceable and/ or inappropriate items records, re No items under the glens pane  Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items  neral cupboards  ntry cupboards  nery  propriate amount kept- No unnecessary excess	gisters& retur
1.4  1.4   .5 Inside	Free of unserviceable and/ or inappropriate items records, re No items under the glens pane  Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items  neral cupboards  hery  propriate amount kept- No unnecessary excess  ee of old, inappropriate Posters	Yes No
1.4  1.4   .5 Inside	Pree of unserviceable and/ or inappropriate items records, re No items under the glens pane  Top of cupboards- totally free of inappropriate items Top of shelves- totally free of inappropriate items Top of refrigerator- totally free of inappropriate items  Top of refrigerator- totally free of inappropriate items  of Cupboards – Free of unwanted items  neral cupboards  ntry cupboards  nery  propriate amount kept- No unnecessary excess	Yes No

1.8 U:	se of Notice Boards Only current notice displayed Notices approved by Authority Removal date marked	Yes No
1.9 Re	ed Tag System & Areas in Operation  Stickers indicating the inventory number, date of removal	Yes No
1.10 	General Appearance of the Lab Free of clutter	Yes No

## 2. SETTING

2.1 Boards D	isplayed	Yes No
2.1.1	Directional Boards to Lab	
2.1.2	Sign boards displayed	
2.1.3	Standard Color Scheme used for signboards	
	General - Black	
	Sterile – Dark Blue	
	Clean – Light Blue	
	Infection – Yellow	
	Attention Symbols – Red (Unsterile, Negative)	
 2.2 Emergen	cy Measures are highlighted/ Labeled in a standardized manner	Yes No
Emer	gency Exits	
Fire E	xtinguishers	
	of the basic infrastructure	Yes No
	rical lines	
•	water	
Gas li	nes	
	acilities to Patients Provided	Yes No
	k Y axis	res NO
	gh room to move	
2.5 Arranger	nent According to "Can see, Can take out, Can return"	Yes No
	oments	
Tools		
Files		
	cal reports 	
2.6 Specific I	Parking Areas/ Bays	Yes No
2.6.1	Marked	
2.0.1	Garbage Bins	
	Lab equipments	
2.6.2	· ·	Yes No
2.0.2	Garbage Bins	163 140
	Lab equipments	
	Lab equipments 	

2.7	7 All Arranged on X & Y Axis Furniture				
	Rooms				
	Notice Boards				
	Posters				
2.8	Properly Arranged Refrigerator	Yes No			
	Stored according to 'First in First out' method				
	Temperature chart is maintained daily				
	A list of contents is displayed				
2.9	Orderliness of the Staff Area	Yes No			
	Pantry rooms				
	Staff rest rooms				
2.1	Storage of Consumable Materials maintained properly	Yes No			
	A system to identify minimum replacement and maximum levels for items				
	Stored from left to right / top to bottom in an ascending order in size				
	Systematic storage of printed forms & charts				
	Visual controls for syringes, gloves boiler, water filter etc.				
2.1	1 Corridor Maintenance	Yes No			
	Properly maintained (if flower pots are kept they are equally distanced)				

### 3. SHINING

3.1 C	leaning Responsibility Schedule Displayed in	Yes N
 3.2 V	 Vaste Management Functioning	Yes N
	Waste collected into designated containers	
	Waste segregation done routinely	
	Waste transport & disposal done routinely	
 3.3 P	resence of high level of cleanliness within the unit	Yes N
	Floor	
	Walls	
	Windows	
	Furniture	
	Fittings – (Lamp Shades, Fans, Switches)	
	Accessories – (Curtains, Table cloths)	
	Equipments 	
3.4 T	oilet / Washroom in working order & clean	Yes N
3.4 T	oilet / Washroom in working order & clean Water taps in working order, non leaking and clean	Yes N
3.4 T	Water taps in working order, non leaking and clean	Yes N
3.4 T	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean	Yes N
3.4 T	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap	Yes N
3.4 Т	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket	Yes N
3.4 T	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap	Yes N
	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket Cistern in working order, none leaking and clean	Yes N
	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket Cistern in working order, none leaking and clean Door locks in working condition	
	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket Cistern in working order, none leaking and clean Door locks in working condition	
	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket Cistern in working order, none leaking and clean Door locks in working condition  leaning tools (brooms, mopping brushes) are stored Properly Kept in the designated place	
  3.5 C	Water taps in working order, non leaking and clean Wash basins unblocked, none leaking and clean Availability of soap Availability of bucket Cistern in working order, none leaking and clean Door locks in working condition  leaning tools (brooms, mopping brushes) are stored Properly Kept in the designated place Properly aerated	

### 4. STANDARDIZATION

4.1	Maintenance of counters in a standardized manner  No structure obstructing communication between patient and health worker	
	Maintenance system of registers	
	Registration process for the patients	
4.2	Standardized signage of visual alerts	Yes No
	Danger zones/ Construction in progress Wet floors	
4.3	Availability of service information for equipments  Details of the Service Provider	Yes No
	Inventory Number	
	Frequency of service	
	Cost	
4.4	Fans and lights are marked in a standardize manner	Yes No

## 5. SUSTAIN

5.1	Displaying 5S Posters in two languages	Yes No
	Bengali	
	English	
5.2	Evidence of the Work Improvement Team (WIT) activities	Yes No
	Meeting Minutes are available	
	Progress reports are prepared	
Cor	mments	