



Rapid assessment of 5S activities at the hospital

Name of hospital: _____

Date of assessment: _____

Assessor's name: _____

Score: 0 = No; 1 = Partial; Yes = 2

Observation points	Score	Comments
1. Organization and leadership		
1.1 WITs formed (no. of WITs)		
1.2 Is there staff trained on 5S at the hospital?	Y / N	Key persons trained are:
1.3 WITs have action plan (check the action plan)		
1.4 Regular meeting held by WITs (Weekly) [check minutes]		
1.5 There is regular communication with 5S focal person (ask who is the focal person, did you talk to him about 5S activities during last 30 days)		
2. Status of sorting (S1)		
2.1 Hospital and working stations are free from unnecessary things/items including inside of almirahs, shelf etc.		
2.2 If unnecessary things are present, are those properly labeled/tagged?		
3. Status of setting (S2)		
3.1 Rooms/sections are numbered and labeled		
3.2 Applicable signs (direction boards, safety signs, parking stations, etc.) are in place		
3.3 All the necessary items are labeled, and organized as per 5S principles (on the table, in almirah, in the room, store etc.)		
4. Shining status (S3)		
4.1 General cleanliness: Floor, wall, window, door, fan, ceiling, toilets etc. are reasonably clean		
4.2 Cleaning schedule present (check the schedule)		
4.3 Waste segregation done at source (check the waste bins)		
Total score obtained:		

Overall impression:

Note: This is not the regular monitoring checklist for 5S activities. This is developed to have a rapid assessment of the facilities where 5S has already been introduced.