

5001: Evaluation Tools

Quality Improvement Secretariat

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5S Audit/Evaluation Sheet

Hospital Name:

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 Outside of the Promises free of clutter/ Good orderliness.

1.1.1 Cluttering Yes No

Walls free of banners & posters

Free of garbage

Free of trees/ obstructing sign bonds

Free of trees affecting the functioning of the hospital

Free of broken cables, wires

1.1.2 Drainage system Yes No

Closed/ covered

Properly maintained

All manhole pits covered

1.2 Inside of the Promises free of clutter/ Good orderliness.

Outside the building - Garden

1.2.1 Drainage system Yes No

Opened

Properly maintained

All manhole pits covered

1.2.2 Cluttering 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 wall, Walls, outside the building) 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 Current notice displayed

*Hospital Status Assessment Tool developed by EBM Study Working Group**

Notices Approved by Authority

Removal date marked

1.5 Ambulance Yes No

Free of unwanted items

1.6 General Appearance of the Hospital Yes No

Free of clutter

2. SETTING

2.1 Display of the site plan at the entrance **Yes No**

2.2 Directional Boards to all facilities displayed **Yes No**

2.2.1 Directional boards at

Lab
Wards
Clinics
OPD
Reception
Operation theatre
Pharmacy
Labour room
Emergency room
Toilets
Office
Canteen

2.2.2 Standard color scheme use for sign boards

General – Black
Clean – Light Blue
Infection – Yellow
Attention symbols – Red (ICU, Blood Bank, Unsterile, Negative)

2.3 Orderliness at the entrance/ Exit for Vehicles & Pedestrians movements **Yes No**

Existence of minimum of two access points to the Hospital premises

Existence of functioning gate of the entrance

Marked pathways for Vehicles & Pedestrians

Emergency Vehicle stopper marked at entrance to OPD/ Emergency

Directions for One – Way Vehicle Movement inside Premises

2.4 Neatness of the basic infrastructure **Yes No**

Electrical lines
Pipe water
Gas lines
Gutters

2.5 Seating Facilities to Patients Provided **Yes No**

2.6 Specified Parking Areas / Bays **Yes No**

2.6.1 Marked
Vehicle within the promises
Ambulances

- Waste bins
- 2.6.2 Kept in the proper designated place
- Vehicle within the premises
- Ambulances
- Waste bins

2.7 Corridor Maintenance

Yes No

Properly maintained (even floor)

Marked Pathways for pedestrians

3. SHINING

3.1 Cleaning Responsibility Schedule Displayed in Drainage System

Garden

3.2 Waste Management Functioning Yes No

Waste collected into designated containers
Waste segregation done routinely
Waste transport & disposal done routinely

3.3 Garden tape are in working order Yes No

3.4 Overhead tanks in working order & clean Yes No

Presence of adequate volume of water
Free of sediments
No leaking from to tank
Tank is covered
Free of plants clean

3.5 Cleaning tools (brooms, mopping brushes) are stored properly Yes No

Kept in the designated place
Properly aerated
Hung on the wall

3.6 Cleanliness of Ambulances Yes No

3.7 General Appearance of cleanliness all around Yes No

Generally clean

4. STANDARDIZATION

4.1 Standardized signage system in place to guide Pedestrians

Yes No

In all Two languages

Bangla

English

In correct font size

In standard color scheme

4.2 Standardized signage of visual alerts

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

1.1 Outside of the building- Garden	Yes No
Floor-even	

1.2 Inside the building	Yes No
Free of broken unusable furniture/ items	
Free of unwanted record, registers & returns	
Free of outdated notices	
Free of unwanted decorations/ posters	
Free of unusable/ unserviceable equipment	

1.3 Roof tops free of clutter	Yes No

1.4 Tops of work areas/Cupboards/Shelves/Tables free of unwanted items	
1.4.1 Work areas (tables)	Yes No
Free of unserviceable and/ or inappropriate items (records, registers, 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	

1.5 Appropriate 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	

1.6 Inside of cupboards –free of unwanted items	Yes No
General cupboards	

1.7 Stationery	Yes No
Appropriate amount kept- No unnecessary excess	

1.8 Walls	Yes No
Free 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 **Yes No**
Only current notice displayed

1.10 Red Tag System & Areas in Operation **Yes No**
Stickers indicating the inventory number, date of removal

1.11 General Appearance **Yes No**
Free of clutter

2. SETTING

2.1 All facilities labeled **Yes No**

2.2 Arrangement According to “Can see, Can take out, Can return” **Yes No**

Equipment's

Files

Admin, Tickets

Medical reports

Register

2.3 Specified Parking Areas / Bays

2.3.1 Marked **Yes No**

Oxygen Cylinders

Garbage Bins

2.3.2 Kept in the proper designated place **Yes No**

Vehicles within the Premises

Trolleys & wheel chairs marked

Oxygen Cylinders

Garbage Bins

2.4 All Arranged an X & Y Axis **Yes No**

Furniture

Clinics

Rooms

Notice Boards

Posters

2.5 Orderliness of Pharmacy & Dispensary Activities **Yes No**

Drug Cabinets arranged in alphabetical order

Drug Carts arranged in alphabetical order

General cupboards –items stored according to frequency of use

2.6 Properly Arranged Refrigerator **Yes No**

Stored According to 'first in first out' method

Temperature chart is maintained daily

A list of contents is displayed

2.7 Orderliness of the Staff Area **Yes No**

Staff rest rooms

2.8 Storage of Consumable Materials, maintained properly **Yes No**

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 form & charts
Visual controls for syringes, gloves, boiler, water filter etc.

2.9 Corridor Maintenance **Yes No**
Properly maintained (if flower pots are kept they are equally distanced)

2.10 Reduce Patients Waiting Time **Yes No**
From the time of registration up to the time of collecting drugs from the dispensary

2.11 Sorting of Gas pipes 1 Cylinders using color codes in ETU **Yes No**
Oxygen – white
Nitrous Oxide – Blue

3. SHINING

3.1 Cleaning Responsibility Schedule Displayed in **Yes No**
OPD
Toilets

Drainage System

3.2 Waste Management Functioning **Yes No**
Waste collected into designated containers
Waste segregation done routinely
Waste transport & disposal done routinely

3.3 Presence of high level of cleanliness within the unit **Yes No**
Floor
Walls
Windows
Furniture
Fittings – (Lamp Shades, Fans, Switches)
Accessories – (Curtains, Table cloths)
Equipments(Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillator)

3.4 Toilet / Washroom in working order & clean **Yes No**
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

3.5 Cleaning tools (brooms, mopping brushes) are stored Properly **Yes No**
Kept in the designated place
Properly aerated
Hung on the wall

3.6 General Appearance of cleanliness all around **Yes No**
Generally clean

4. STANDARDIZATION

4.1 Maintenance of all counters (OPD) in a standardized manner **Yes No**

No structure obstructing communication between patient & health worker

Maintenance system of registers

Registration Process for the Patients

4.2 Availability of standardized record keeping **Yes No**

Duty rosters for Nurses

Drug registers

4.3 Standardized signage system in place to guide pedestrians **Yes No**

In all there languages

In correct font size

In standard color scheme

4.4 Availability of a standardized system in place to identity drugs **Yes No**

List of contents in the cupboard

List of contents in the refrigerator

Availability of asystem to notify the out of stock drugs to doctors

4.5 Standardized Common OPD Procedures in place **Yes No**

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

4.6 Standardized signage of visual alerts **Yes No**

Danger zones/ Construction in progress

Wet floors

4.7 Availability of service information for equipments **Yes No**

Details of the Service Provider

Inventory Number

Frequency of service

Cost

Service schedule maintained for trolleys and wheel chairs

4.8 Fans and lights are marked in a standardized manner **Yes No**

5. SUSTAIN

5.1 Displaying 5S Posters in all two languages **Yes No**

Bengali

English

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 Roof tops **Yes No**
Free of clutter

1.2 Tops of work- areas/ Cupboards/ Shelves/ Tables free of unwanted items **Yes No**

1.2.1 Work areas (tables)
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

1.3 Appropriate storing of drugs **Yes No**

1.3.1 Drug Cabinets
Free of inappropriate items
Free of expired drugs

1.3.2 Drug Carts
Free of inappropriate items
Free of expired drugs

1.3.3 Emergency Tray
Free of anything other than indicated in vie check list
Free of expired drugs

1.4 Inside of Cupboards – Free of unwanted items **Yes No**
General cupboards

1.5 Bed head Ticket (BHTs)Medical Reports/ Registers **Yes No**
BHTs not kept in ward beyond 1 working day
No registers older than 2 months kept in the ward
No Medical Reports older than 2 months kept in the ward

1.6 Stationery **Yes No**
Appropriate amount kept- No unnecessary excess

1.7 Walls **Yes No**
Free of old, inappropriate Posters
Free of old, inappropriate Calendars
Free of old, inappropriate Pictures
Free of old, inappropriate Decorations

1.8 Corridors **Yes No**
Should be free of any items stored

1.9 Use of Notice Boards **Yes No**
Only current notice displayed

1.10 Red Tag System & Areas in Operation **Yes No**
Stickers indicating the inventory number, date of removal

1.11 General Appearance of the ward **Yes No**
Free of clutter

2. SETTING

2.1 Sign Boards	Yes No
2.1.1 Sign Boards for every facility Wards Toilets	
2.1.2 Standard Color Scheme used appropriately General - Black Sterile –Dark Blue Clean – Light Blue Infection – Yellow Mention Symbols –Red (Unsterile, Negative)	Yes No

2.2 Emergency Measures are highlighted/ Labeled in a standardized manner	Yes No
Emergency Exits Fire Extinguishers	

2.3 Orderliness in the intake of Patients for Consultations	Yes No
A system in plan to access emergency patient for immediate care	

2.4 Neatness of the basic infrastructure	Yes No
Electrical lines Pipe water Door& windows can be closed properly	

2.5 Seating Facilities to Patients Provided	Yes No
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	Yes No
2.7.1 Marked Trolleys & wheel chairs Oxygen Cylinders Garbage Bins Emergency trolley Drip stands	

2.7.2 Kept in the proper designated place **Yes No**
Oxygen Cylinders
Garbage Bins in appropriate color coding
Waste Bins
Emergency trolley
Drip stands

2.8 All Arranged on X & Y Axis **Yes No**
Beds in ward
Furniture in Wards
Notice Boards
Posters

2.9 Properly Arranged Refrigerator **Yes No**
Stored according to 'First in First out' method
Temperature chart is maintained daily
A list of contents is displayed

2.10 Orderliness of the Staff Area **Yes No**
Pantry rooms
Staff rest rooms

2.11 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

3. SHINING

3.1 Cleaning Responsibility Schedule Displayed in **Yes No**

Ward
Toilets
Drainage system

3.2 Waste Management Functioning **Yes No**

Waste collected into designated containers
Waste segregation done on time schedule
Waste transport & disposal done routinely

3.3 Presence of high level of cleanliness within the unit **Yes No**

Floor
Walls
Windows
Furniture
Fittings – (Lamp Shades, Fans, Switches)
Accessories – (Curtains, Mosquito nets, Table cloths)
Equipments (Sucker, Nebulizer, ECG machine, Oxygen Cylinder, Defibrillatoretc)

3.4 Toilet / Washroom in working order & clean **Yes No**

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
Door locks in working condition

3.5 Cleaning tools (brooms, mopping brushes) are stored Properly **Yes No**

Kept in the designated place
Properly aerated
Hung on the wall

3.6 Beds in Wards & Clinics are maintained with Clean Linen **Yes No**

Odorless
Mattressis covered with linen properly

3.7 General Appearance of cleanliness all around **Yes No**

Generally clean

STANDARDIZATION

3.8 Availability of standardized record keeping methods **Yes No**
Numbering system of BHTs
Duty rosters for Nurses
Drug registers
Discharge patients investigations
Doctor "on call" displayed
Staff at duty displayed

3.9 Maintenance of records in a standardized manner **Yes No**
Clinic books
Medical records
BHTs
Drug registers

3.10 Availability of standardized system in place to identify drugs in **Yes**
No
List of contents in the cupboard
List of contents in the refrigerator
List of drugs in generic name

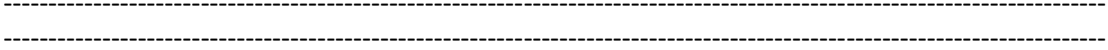
3.11 Standardized Protocols for common clinical procedures **Yes**
No
SOP of common procedure

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**
No
Details of the Service Provider
Inventory Number
Frequency of service
Cost

3.14 Maintenance of wheel chairs and trolleys **Yes**
No

3.15 Fans and lights are marked in a standardize manner **Yes No**



4. SUSTAIN

4.1 Displaying 5S Posters in two languages

Yes No

Bengali

English

4.2 Evidence at the Work Improvement Team (WIT) activities

Yes No

Meeting Minutes are available

Progress reports are prepared

Comments -----

D: Laboratory

1. SORTING

1.1 Outside the building -

Cluttering

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

1.2 Inside the building

Yes No

Free of broken unusable furniture/ items

Free of unwanted records, registers & returns

Free of outdated notices

Free of unusable/ unserviceable equipment

1.3 Rooftops

Yes No

Free of clutter

1.4 Tops of work Areas/ Cupboards/ Shelves/ Tables free of unwanted items

Yes No

1.4.1 Work areas (tables)

Free of unserviceable and/ or inappropriate items records, registers& returns

No items under the glass pane

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

1.5 Inside of Cupboards – Free of unwanted items

Yes No

General cupboards

Pantry cupboards

1.6 Stationery

Yes No

Appropriate amount kept- No unnecessary excess

1.7 Walls

Yes No

Free of old, inappropriate Posters

Free of old, inappropriate Calendars

Free of old, inappropriate Pictures

Free of old, inappropriate Decorations

1.8 Use of Notice Boards **Yes No**
Only current notice displayed
Notices approved by Authority
Removal date marked

1.9 Red Tag System & Areas in Operation **Yes No**
Stickers indicating the inventory number, date of removal

1.10 General Appearance of the Lab **Yes No**
Free of clutter

2. SETTING

2.1 Boards Displayed	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 Emergency Measures are highlighted/ Labeled in a standardized manner	Yes No
Emergency Exits	
Fire Extinguishers	

2.3 Neatness of the basic infrastructure	Yes No
Electrical lines	
Pipe water	
Gas lines	

2.4 Seating Facilities to Patients Provided	Yes No
In X & Y axis	
Enough room to move	

2.5 Arrangement According to “Can see, Can take out, Can return”	Yes No
Equipments	
Tools	
Files	
Medical reports	

2.6 Specific Parking Areas/ Bays	Yes No
2.6.1 Marked	
Garbage Bins	
Lab equipments	
2.6.2 Kept in the proper designated place	Yes No
Garbage Bins	
Lab equipments	

2.7 All Arranged on X & Y Axis **Yes No**

- 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
-
-

2.10 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.
-
-

2.11 Corridor Maintenance **Yes No**

- Properly maintained (if flower pots are kept they are equally distanced)
-
-

3. SHINING

3.1 Cleaning Responsibility Schedule Displayed in **Yes No**

3.2 Waste Management Functioning **Yes No**

Waste collected into designated containers

Waste segregation done routinely

Waste transport & disposal done routinely

3.3 Presence of high level of cleanliness within the unit **Yes No**

Floor

Walls

Windows

Furniture

Fittings – (Lamp Shades, Fans, Switches)

Accessories – (Curtains, Table cloths)

Equipments

3.4 Toilet / Washroom in working order & clean **Yes No**

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

3.5 Cleaning tools (brooms, mopping brushes) are stored Properly **Yes No**

Kept in the designated place

Properly aerated

Hung on the wall

3.6 General Appearance of cleanliness all around **Yes No**

Generally clean

4. STANDARDIZATION

4.1 Maintenance of counters in a standardized manner **Yes No**

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 **Yes No**

Details of the Service Provider
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

Comments -----

