



# Quality Improvement Secretariat

Ministry of Health &amp; Family Welfare

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## 5S-WIT Performance Assessment Checklist

Area Name:

WIT no:

Date of supervision and monitoring: \_\_\_/\_\_\_/\_\_\_

Name of supervisor:

Score count: a) Yes/Sufficient/Good condition/Satisfactory, Not applicable=2

b) Insufficient/Not good condition/Not satisfactory=1,

c) No/Very poor condition=0

Observation points	Score	D=Documents, I=Interview, O=Observation
<b>1. Organization and leadership</b>		
QI File present, organized, in good condition		
The weekly meeting was done		
Action plan prepared		
The effort is given to materialize action plan		
Communication between team members (Who is the focal person? Did you communicate with 'Focal person' during last 30 days regarding 5S activities?)		
Information ( Please tell us other members' name of WIT)		
<b>2. Status of sorting (S1)</b>		
No non-functional, irreparable things present in work area		
If non-functional, irreparable things present in the work area, are these properly tagged?		
Nothing present which is unnecessary in the work area.		
<b>3. Status of setting (S2)</b>		
Room/sections are numbered and labelled		
Applicable signs (Safety sign/danger sign/Trolley sign/Wheelchair sign etc) as necessary		
Alignments ( if applicable) maintained for beds, furniture, filings etc		
Almira/Cupboard/Safe etc free from unnecessary items and necessary items are labelled.		
File management ( Labeled and arranged according to numerical or alphabetical order)		
<b>4. Status of shining (S3)</b>		
Cleaning schedule present		
General cleanliness [Floor, wall, window, door, fan, ceiling]		
Using colour bins for Waste management		
The body of the bins are clean		
Bins found cleared today		
All linen observed are clean		

**Guiding points on possible confusing points:**

1. To understand “Efforts given to materialize action plan” we will check last action plan to see how much has been implemented. If partial or nothing is done then we will ask what initiative they took for that. From their response and/or document it will be evident what level of effort the team was given and put the score accordingly.
2. To assess “Applicable signs (Safety sign/danger sign/Trolley sign/Wheelchair sign etc) as necessary” we will see if the signs are present in required places or points. But it may happen that in the work area of the WIT doesn't have such a place where signs are needed. In this case, they will have the advantage of having full marks.
3. To assess general cleanliness we will see if there are any dirt, clutter, hanging dirt (Jhul), dust etc on the floor, wall, window, door, fan, ceiling etc. If we find the floor, wall, window, door, fan, ceiling etc are completely free of these things then we will put full marks, otherwise put 1 or 0 as justified.
4. To assess the cleanliness of linens just observe bed sheets, table clothes, window screens etc and assess as what percentage of those can be granted as clean. If we find 90-100% are clean please put 2, 60-90% is clean please put 1 and if it is below 60% please put 0.
5. Anything not applicable to the area under assessment will get full marks.
6. If unnecessary things present mark 0, if unnecessary things present but properly tagged mark 2, if unnecessary things present mark 2.
7. We will make an assessment either depending on document or interview or observation and will put D for the document, O for observation or I for an interview in the last column.