



**Quality Improvement Secretariat**  
 Ministry of Health & Family Welfare  
[www.qis.gov.bd](http://www.qis.gov.bd)

**Autoclave Audit Checklist**

Item	Yes	No	Comments	
<b>Waste storage and segregation</b>				
1	Storage area clean and tidy	Yes	No	
2	Storage area accessible only to authorized personnel	Yes	No	
3	Storage area protected from pests	Yes	No	
4	Biohazard warning sign in the waste storage area and on waste containers	Yes	No	
5	Storage area properly ventilated	Yes	No	
6	Infectious waste in robust containers with closed lids	Yes	No	
7	Infectious sharps waste in puncture proof containers	Yes	No	
8	Waste bags no more than ¾ full	Yes	No	
9	Sharps containers no more than ¾ full	Yes	No	
10	Only infectious waste sent for autoclaving	Yes	No	
11	Toxic, corrosive and hazardous chemicals are excluded from materials for autoclaving	Yes	No	
12	Waste autoclaved within acceptable time limits	Yes	No	
13	Waste containers tagged with autoclave tape to show which have been autoclaved	Yes	No	
14	Treated waste stored properly and away from untreated waste	Yes	No	
<b>Autoclave status and operation</b>				
15	Autoclave in an appropriate location	Yes	No	
16	Access restricted to authorized personnel	Yes	No	
17	Treatment area clean and uncluttered	Yes	No	
18	Treatment area properly ventilated	Yes	No	
19	Autoclave is free of leaks (can be indicated by water or water stains on the floor, water stains around joints and seals)	Yes	No	
20	Door seal in good condition	Yes	No	
21	Staff wearing the correct PPE	Yes	No	
22	PPE clean and in good condition	Yes	No	
23	Staff understand operational and safety procedures	Yes	No	
24	Spill kit/emergency response supplies and equipment available	Yes	No	
25	Pressure and temperature gauges on the autoclave are operational	Yes	No	
26	Chamber trap strainer present and clean	Yes	No	
<b>Challenge testing</b>				
27	Challenge tests regularly run	Yes	No	
28	Challenge tests conform to UNDP/GEF guidelines	Yes	No	
29	The autoclave passes all challenge tests	Yes	No	
30	Appropriate action taken if a challenge test is failed	Yes	No	

	Item	Yes	No	Comments
<b>Documentation</b>				
31	Autoclave manual available in autoclave room	Yes	No	
32	Autoclave user log available in autoclave room	Yes	No	
33	Autoclave maintenance log available in autoclave room	Yes	No	
34	Logs consistently and clearly filled in	Yes	No	
35	Amounts of waste treated tally with the records of infectious waste collected within the healthcare facility	Yes	No	
36	Responsible person's letter of assignment available for inspection	Yes	No	
37	Identified problems properly resolved	Yes	No	
38	Annual inspection certificate (should be posted on the wall)	Yes	No	
39	Emergency numbers and emergency exit route (should be posted on the wall)	Yes	No	
40	Standard operating procedure (should be posted on the wall where possible)	Yes	No	
41	Spill and injury response procedure available	Yes	No	
42	Regulatory authorizations (permits, consents, licenses, etc.) available	Yes	No	
43	Permit to work (where appropriate)	Yes	No	
<b>Training</b>				
44	Personnel training files up to date and available	Yes	No	
45	Relevant personnel trained, including refresher training	Yes	No	
46	Relevant personnel understand hazards and how to minimize risks	Yes	No	
47	Spill and injury response procedure is known and understood by all relevant personnel, including the procedure to follow in the event of potential exposure to pathogens	Yes	No	
48	Operators have been vaccinated with all routine immunizations given to the public in that country, including tuberculosis and tetanus. In addition, all waste workers should be vaccinated against hepatitis A and B.	Yes	No	

Date:

Name and Signature