



General Quality Audit Checklist for 5S-CQI



GQA CHECKLIST:MOH/QASD/5S-CQI/03

Date:								
Name of the Department/Unit								
Name & Designation of the HOD/In-charge								
SN	Rating Level	Rating Criteria	Scores				Note: Any question not applicable for the Unit/Dept. shall be marked as 'NA' and ignore the irrelevant points by not counting them in the final score calculation.	
1	Rating level 0: L0	5 or more problems exist	0					
2	Rating level 1:L1	3 or 4 problem exist	1					
3	Rating level 2:L2	2 problem exist	2					
4	Rating level 3:L3	1 problem exist	3					
5	Rating level: L4	0 problem	4					
6	Rating Level: L5	Not applicable	NA					
SN	GQA indicators	Rating level						Remarks
		0	1	2	3	4	5	
A: General								
I: Laundry								
1	Floor, wall, ceiling and rooms are free of dust and unwanted items.							
2	Tops and insides of all cupboards, shelves, tables, and corners are free of unwanted items.							
3	Worn out linens and other old machinery parts removed from the unit.							
4	Disinfection procedures followed as per the infection control guidelines.							
II: Kitchen								
5	Floor area, walls, ceilings and rooms are free of dust and unwanted items.							
6	Tops and insides of all cupboards, shelves, tables, and corners are free of unwanted items.							
7	Vegetables, groceries and other items are properly arranged and stored.							
8	Cooking utensils, gas stove, cylinders, etc. are clean and properly arranged.							
9	Kitchen staff in proper attire (mask, cap, apron, nails clipped and general appearance of cleanliness)							
12	Cleanliness both inside and outside of the unit.							
III: Ambulance								
10	Properly designated parking for each ambulance.							



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11	Proper shade (garage) for each ambulance.							
12	Proper history book maintained (updated).							
13	Orderliness and cleanliness inside/outside.							
IV: General administration								
14	The vision and mission of the healthcare facilities are displayed.							
15	Organogram of the healthcare facilities displayed.							
16	Scopes of services are displayed.							
17	Record of overall 5S-CQI or coordination meeting as per the frequency specified by the HCC.							
18	Appropriate 5S-CQI monitoring frequency established.							
19	Toilets are clean and free of unwanted items.							
20	Direction and signage displayed outside the HCC to enable people to locate the facility.							
21	Direction and signage displayed inside the HCC.							
22	HCC surroundings like parking areas, lawns, flower gardens and drainage are properly cleaned & maintained.							
23	Designated parking demarcations.							
B: Unit or department specific								
I: SORT								
24	The floor area, walls, ceilings and rooms are free of dust and unwanted items.							
25	Tops and insides of all cupboards, shelves, tables, and corners free of unwanted items.							
26	Items stored according to the frequency of use.							
27	Walls are free of obsolete posters, calendars, pictures, notices etc.							
II: SET								
28	All equipment and documents have identification numbers and labels.							
29	Rooms, cubicles and similar areas are numbered or named.							
30	Specific areas are demarcated for general waste, infectious waste, etc.							
31	Colour coding used effectively for easy identification.							



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III: SHINE								
32	Equipment and other furniture are clean.							
33	Lines, labels and signs are clean, clear and visible.							
33	Dress code and uniforms are cleanly maintained.							
34	An appropriate cleaning solutions and materials are used to clean the walls, floors, ceiling and equipment.							
IV: STANDARDIZE								
35	Appropriate 5S-CQI cleaning schedules established.							
36	Standard checklists/form used for regular 5S-CQI inspection.							
37	Equipment maintenance checklists (log book) available and updated.							
38	Equipment has the equipment tag.							
V: SUSTAIN								
39	5S-CQI monitoring and teaching frequency established and followed.							
40	5S posters displayed.							
Total scores from questions 1-40								
Percentage score (%)								
Additional Comments/Recommendations:								
<p>Name and signature of the evaluators:</p> <p>1.</p> <p>2.</p> <p>3.</p>								



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GQA checklist developed by: Changlo, SN, Trashigang Hospital and Krishna Mongar, Punakha Hospital
Verified and adopted by: QASD technical working team, MoH.

Abbreviation: PPE-Personal protective equipment, SOP-Standard Operating Procedure,

5S-CQI- Sort, Set, Shine, Standardise and Sustain Continuous Quality Improvement.

References:

- Miller, J., 2021. *101 Kaizen Templates: Workplace 5S Audit Sheet* | Gemba Academy. [online] Gemba Academy. Available at: <https://blog.gembaacademy.com/2008/03/19/101_kaizen_templates_workplace_5s_audit_sheet/> [Accessed 18 May 2021].
- 2013. *5S Implementation Guidelines in Uganda*. 1st ed. [ebook] Uganda: Ministry of health, pp.1-49. Available at: <https://www.jica.go.jp/english/our_work/thematic_issues/health/c8h0vm00009u4yt7-att/case_materials_uganda_02.pdf> [Accessed 18 May 2021].