



**ROYAL GOVERNMENT OF BHUTAN**  
**NAME OF HCC**  
**DZONGKHAG**

**UNIT WISE CHECKLIST FOR PERFORMANCE ON 5S-CQI**

Name & Category of Healthcare Facility:.....

Department/Unit.....

Name & Designation of In-charge.....Date of Evaluation.....

SN	Rating Level with abbreviation	Scoring Criteria				
1	Rating Level-1	5 or more problems exist				
2	Rating Level-2	3 or 4 problems exist				
3	Rating Level-3	2 problem exists				
4	Rating Level -4	1 problem				
5	Rating Level -5	0 problem				
SN	REQUIREMENT/QUESTIONS	Rating				
	SORT	1	2	3	4	5
1	Is the floor area, walls, ceilings and rooms free of dusts and unwanted items?					
2	Are tops and insides of all cupboards, shelves, tables, and corners free of unwanted items?					
3	Are items stored according to frequency of use?					
4	Are walls free of old posters, calendars, pictures, notices etc.?					
	SET	1	2	3	4	5
5	Do all items of equipment and documents have identification number and labels?					
6	Are all rooms, cubicles and similar areas clearly numbered or named?					
7	Are specific areas demarcated for garbage/rejects/waste, etc.?					



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8	Is color coding used effectively for easy identification?					
	<b>SHINE</b>	1	2	3	4	5
9	Are machines, equipment, tools and furniture are maintained at a high level of cleanliness?					
10	Are the lines, labels and signs clean and clearly visible?					
11	Are the dress code and uniforms cleanly maintained?					
	<b>STANDARDIZE</b>	1	2	3	4	5
12	Are 5S cleaning schedules available and displayed?					
13	Are standard check lists used for regular 5S inspection?					
14	Are there equipment maintenance checklists available and updated?					
15	Do all the equipments have the equipment tag?					
	<b>SUSTAIN –SHITSUKE</b>	1	2	3	4	5
16	Is there a schedule for weekly and monthly 5S-CQI monitoring and teaching?					
	<b>TOTAL SCORE</b>					

**Evaluated in presence of:  
Name & Signature**

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**Total Score=80      Total Score by  
Unit.....Percentage.....**

*Reference: Adapted from 5S-CQI Kaizen Audit Checklist*