



HOSPITAL SULTAN ABDUL AZIZ SHAH
UNIVERSITI PUTRA MALAYSIA
 Kod Dokumen: HSAAS/IPC/SS08
WARD / CLINIC AUDIT REPORT CHECKLIST

DATE _____
 DEPARMENT/UNIT/WARD _____
 WARD MANAGER _____

BIL.	OBSERVATION AUDIT	YES	NO	N/A	FULL MARK	COMPLIANCE MARK
1	ENVIRONMENT					
	Clean & tidy				1	
	Beds & equipment are clean and non-dirty				1	
2	TROLLEY					
	Injection trolley-Clean & Complete				1	
	Procedures trolley-Clean & Complete				1	
	Emergency Trolley-Clean & Complete				1	
3	Sharp Bin					
	Covered				1	
	Less than 2/3 full				1	
	Dispose used needles without recapping				1	
4	Clinical Waste Bin					
	Clinical waste only				1	
	Yellow plastic				1	
5	General Waste Bin					
	Domestic waste only				1	
	Black plastic				1	
6	Beg Linen					
	White				1	
	Red - Infectious case + alginate bag				1	
	Not Overload				1	
7	Housekeeping					
	Follow schedule				1	
	Double bucket system				1	
	Separate mop				1	
	Follow Disinfectant solutions specifications				1	
	Clinical waste room (Clean & tidy)				1	
	Equipment storage room				1	
8	Facilities Hand Hygiene					
	Alcohol hand rub(right place)				1	
	Sink (clean)				1	
	Paper towel				1	
	liquid soap				1	
	Staff follow 5 moment hand hygiene				1	
9	Medicine Refrigerator					
	Thermometer				1	
	Monitor temperature				1	
	Clean and tidy				1	
	Expired medication discard				1	
	Opening date on the vial or ampoule				1	
10	Bilik Utiliti Kotor					
	Clean and tidy				1	
	Arrange the equipment				1	

11	Standby Equipment				
	Oxygen delivery system: (change the entire length of suction-collection tubing and canisters between uses on different patients, malfunctions mechanically or becomes visibly soiled)				1
	Used solutions like normal saline and water for injection to write date opened and to discard after 24Hrs				1
	Branula (labelling with date)				1
	IVD (labelling)				1
	CBD (labelling with date)				1
12	Disinfectant				
	Suitable container				1
	Label				1
	Expiry date				1
13	Bilik Isolasi				
	Pressure(Document)				1
	Pressure Gauge Functioning well-2 (negative) dan +2 (positive)				1
	Negative Pressure Test				1
14	CSSD				
	FIFO systems				1
	Clean & tidy				1
	CSSD cleaning record book				1
	label				1
15	TOTAL				
PROBLEM AT WARD/UNIT/CLINIC					
IMPROVEMENT:					
Auditor:		Auditee:			