

Snap shot analysis - Template

Date of the audit	
Name of the healthcare facility	
Address	
Province	
Name of auditor	

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1. Wards/Department (For each department)

1.1 General information	
Identification and service of department	
Number of beds	
How many treatment days per year	
Number of staff	
Name of responsible person for waste management	
Position of responsible person	
Which kind of training got the responsible person?	
Training of other staff?	

1.2 Information and safety			
	No	Yes	Comments
Accident Report Form available?			
Safety Operation Procedures available?			
Waste Guide Forms available?			
Protective Clothing/equipment available? If yes: Which kind?			
Did accidents occur in the last month/year? If yes: How many?			

1.3 Waste generation					
Which waste groups are generated?	No	Yes	Volume / Weight / Number of bags/liners	Collection frequency	Comments
Household like waste					
Glass					
Paper					
Plastic					
Infectious waste					
Highly Infectious waste					
Sharps					
Pathologic waste					
Chemicals					
Pharmaceuticals					
Cytotoxic waste					
Radioactive waste					

1.4 Waste categories

Non-hazardous waste			
General waste			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Glass			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Paper/cardboard			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Plastics			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Interim Storage			
Hygienic situation?		Good	Medium
			Poor
Correct labelling?		No	Yes
			Comment
Comments			

1.4.1 Infectious waste			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			
1.4.2 Highly infectious waste			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			

1.4.3 Sharps			
Kind of bins			
Number of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			
1.4.4 Pathologic waste			
Kind of bins			
Volume of bins/liners			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			

1.4.5 Chemicals			
Kind of bins			
Volume of containers/bins			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			
1.4.6 Pharmaceutical waste			
Kind of bins			
Volume of containers/bins			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			

1.4.7 Cytotoxic waste			
Kind of bins			
Volume of containers/bins			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Hygienic situation?	Good	Medium	Poor
Correct labelling?			
Comments			
1.4.8 Radioactive waste			
Kind of bins			
Volume of containers/bins			
Correct labelling?			
Is new equipment available?			
Comments			
Interim storage			
Constructional situation?	Good	Medium	Poor
Correct labelling?			
Comments			

2. Central interim storage place

2.1 General information			
Storage area for:	No	Yes	Comments
Non-hazardous waste			
Infectious waste			
Chemical waste			
Pharmaceutical waste			
Radioactive waste			

2.2 Information and safety									
	No	Yes	Comments						
Accessible for patients and visitors?									
Accessible for rodents and other vermin?									
Is the door correctly labelled?									
Is the storage area for non-hazardous waste separated from hazardous waste?									
Is a ground scale available?									
Is a record system for incoming and outgoing waste implemented?									
Hygienic situation?	<table border="1"> <thead> <tr> <th>Good</th> <th>Medium</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Good	Medium	Poor			
Good	Medium	Poor							
Correct labelling?									
Comments									

3. Treatment plant for infectious waste

3.1 General information		
Type		Year of manufacture
Incinerator (one chamber)		
Incinerator (two chambers)		
Waste autoclave		
Microwave plant		
Other		
Capacity		

3.2 Operation									
	No	Yes	Comments						
Is the treatment plant operating?									
Beside infectious waste, are other kinds of healthcare waste treated in this plant?									
How many kg are treated per week?									
What are the operation costs (per kg of waste)									
Environmental impacts?	<table border="1"> <tr> <td>Slight</td> <td>Medium</td> <td>Strong</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Slight	Medium	Strong			
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Good	Medium	Poor							
Correct labelling?									
Comments									

4. Main weak points

Personal rating of the auditor for the six most obvious weak points within the healthcare management:

1	
2	
3	
4	
5	
6	

Comments: