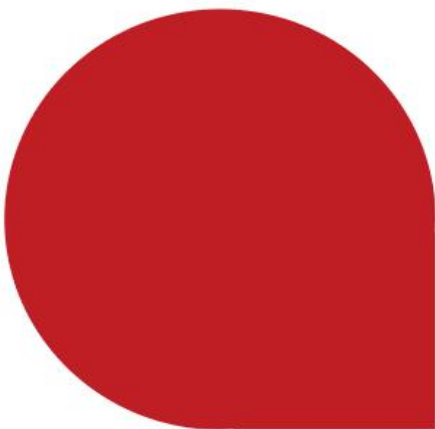




Office of Health Standards Compliance
Ensuring quality and safety in health care



Maintenance Support

v1.2

Regulatory CHC inspection tool

Facility:
Date:

- **Tool Name:** Regulatory CHC Inspection tool v1.2 - Final
- **HEs Type:** CHC Sector: Public
- **Specialization:** CHC
- **Created By:** Health Standards Development and Training

6 Maintenance Support

Domain 6.2 CLINICAL GOVERNANCE AND CLINICAL CARE

Sub Domain 6.2.1 9 Waste management

Standard 6.2.1.1 9(1) The health establishment must ensure that waste is handled, stored, and disposed of safely in accordance with the law.

Criterion 6.2.1.1.1 9(2)(b) The health establishment must implement procedures for the collection, handling, storage and disposal of waste.

6.2.1.1.1.1 CHECKLIST: The health care risk waste and general waste storage areas comply with the minimum requirements listed below.

Assessment type: Observation - **Risk rating:** Vital measure

Check whether the central storage areas for healthcare waste are appropriate. Score 1 if compliant and score 0 if not compliant.

NB: A central storage area is only compulsory for major generators of HCRW, i.e. health establishments that generate more than 20kg of health care risk waste per day, including the container, calculated monthly as a daily average (National Environmental Health Norms and Standards for Premises and Acceptable Monitoring Standards for Environmental Health Practitioners 2015)

Score	Comment	
Aspects	Score	Comment
General waste storage area		
1. General waste is stored in a designated area Explanatory note: If waste is burned and not stored in a designated area, score non-compliant		
2. General waste is stored in appropriate containers which are neatly packed or stacked		
Healthcare Risk waste storage area		
3. The area is enclosed and protected from natural elements (rain, wind and sun)		
4. Healthcare risk waste is stored in an access-controlled area		

5. Health care risk waste storage area is clean		
6. Healthcare risk waste storage area is free from rodents		
7. Healthcare risk waste storage area is well ventilated		
8. Healthcare risk waste containers are not stored directly on the floor, i.e. they are stored on shelves or pallets or wheelie bins		
9. The area has access to water to hose the area down		
10. The area has adequate drainage for the water		
11. The area is marked with the international bio-hazard symbol		

6.2.1.1.1.2 There is safe disposal of general waste.

Assessment type: Observation - **Risk rating:** Essential measure

General waste is not burned or buried in the health establishment premises but collected by a service provider for disposal at a designated area/landfill. Not applicable: Never

Score	Comment

Domain 6.5 FACILITIES AND INFRASTRUCTURE

Sub Domain 6.5.1 14 Management of buildings and grounds

Standard 6.5.1.1 14(1) The health establishment and their grounds must meet the requirements of the building regulations.

Criterion 6.5.1.1.1 14(2)(a) The health establishment must as appropriate for the type of buildings and grounds of the establishment have all the required compliance certificates in terms of the building regulations.

6.5.1.1.1.1 CHECKLIST: The building(s) comply with safety regulations.

Assessment type: Document - **Risk rating:** Vital measure

Use the checklist below to check whether the building(s) are compliant with safety regulations. Score 1 if compliant and score 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Fire safety compliance certificates. Explanatory note: This refers to the certificate issued by the municipality. The certificate is issued when the building is commissioned or when major renovations have been undertaken in the building.		

<p>2. Electrical compliance certificates. Explanatory note: Electrical Certificates of Compliance (C.O.C) are documents issued by a qualified and registered electrician. They function as a guarantee that all work carried out within an office or building conforms to the regulations set out by the Electrical Contracting Board of South Africa (ECB).</p>		
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6.5.1.1.1.2 Fire extinguishing devices are serviced annually.

Assessment type: Observation - **Risk rating:** Vital measure

Each fire extinguishing device must have a label indicating the date that it was serviced and the date that the next service is due.

Not applicable: Never

Score	Comment

Criterion 6.5.1.1.2 14(2)(b) The health establishment must as appropriate for the type of buildings and grounds of the establishment have a maintenance plan for buildings and the grounds.

6.5.1.1.2.1 Maintenance schedule for buildings is available.

Assessment type: Document - **Risk rating:** Vital measure

The maintenance plan will ensure optimum efficiency of infrastructure and installations. A documented maintenance schedule must be available. Not applicable: Never

Score	Comment

6.5.1.1.2.2 Maintenance schedule for grounds is available.

Assessment type: Document - **Risk rating:** Vital measure

The maintenance plan will ensure health establishment grounds are in good condition. A documented maintenance schedule for health establishment grounds must be available. Not applicable: Never

Score	Comment

6.5.1.1.2.3 CHECKLIST: Observe if the areas of the buildings listed below are maintained.

Assessment type: Observation - **Risk rating:** Essential measure

Use the checklist below to check whether the various internal and external areas are in good condition. Review the areas indicated in the columns. Score 1 if compliant and score 0 if not compliant. Score not applicable if the health establishment has fewer than the listed areas or the aspect is not applicable to the specific health establishment because of the structural make-up of the health establishment, e.g. in a multi-storey building in a city.

Score	Comment

Unit 1 EXTERIOR OF BUILDINGS AND CLINICAL SERVICES AREA

Aspects	Score	Comment
Exterior of buildings		
1. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
2. The walls are not cracked (on observation cracks should not extend to the bricks)		
3. Gutters are intact		
4. Gutters - the paint is in good condition, i.e. not peeling off		
5. Entrance doors are intact, i.e. not damaged		
6. Lights are functional		
7. Paving is intact (where applicable)		
INTERIOR OF BUILDING(S) - WAITING AREAS : Clinical services area		
8. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
9. The walls are not cracked (on observation cracks should not extend to the bricks)		
10. Ceiling paint is in good condition, i.e. not peeling off		
11. Ceiling is intact, i.e. not collapsing or damaged		
12. Lights are functional		
INTERIOR OF BUILDING(S) ABLUTION FACILITIES - TOILETS		
13. Wall tiles are in good condition, i.e. not broken or damaged		
14. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		

15. The walls are not cracked (on observation cracks should not extend to the bricks)		
16. Ceiling paint is in good condition, i.e. not peeling off		
17. Ceiling is intact, i.e. not collapsing or damaged		
18. Lights are functional		
19. Window glass is not broken		
20. Doors are intact, i.e. not broken or damaged		
21. Door handles are working		
22. Functional basins (Basins should not be blocked, broken, or have deep cracks causing leaking of water)		
23. Taps are functional (with running water)		
24. Floor is intact, i.e. no holes, and, if tiled, not broken or damaged		
25. The toilet bowl or squat pan is intact		
26. The toilet seat and cover are intact		
27. The toilet flush/sensor flush is functional		
28. The toilet cistern cover is complete and in place		
29. The urinals are intact and functional (where applicable)		
30. The urinal flush/sensor is functional (where applicable)		
CONSULTING ROOMS/AREAS - Clinical services area		
31. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
32. The walls are not cracked (on observation cracks should not extend to the bricks)		

33. Floor is in good condition, i.e. no holes, and, if tiled, not broken or damaged		
34. Ceiling paint is in good condition, i.e. not peeling off		
35. Ceiling is intact, i.e. not collapsing or damaged		
36. Lights are functional		
37. Window glass is not broken		
38. Doors are intact, i.e. not broken or damaged		
VITAL SIGNS ROOMS - Clinical services area		
39. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
40. The walls are not cracked (on observation cracks should not extend to the bricks)		
41. Floor is intact, i.e. no holes, and, if tiled, not broken or damaged		
42. Ceiling paint is in good condition, i.e. not peeling off		
43. Ceiling is intact, i.e. not collapsing or damaged		
44. Lights are functional		
45. Window glass is not broken		
46. Doors are intact, i.e. not broken or damaged		
47. Functional basins (Basins should not be blocked, broken, or have deep cracks causing leaking of water)		
48. Taps are functional (with running water)		

Unit 2 EMERGENCY UNIT

Aspects	Score	Comment
INTERIOR OF BUILDING(S) - WAITING AREAS - Waiting Area : Emergency Unit		

1. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
2. The walls are not cracked (on observation cracks should not extend to the bricks)		
3. Ceiling paint is in good condition, i.e. not peeling off		
4. Ceiling is intact, i.e. not collapsing or damaged		
5. Lights are functional		
CONSULTING ROOMS AREAS - Emergency Unit		
6. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
7. The walls are not cracked (on observation cracks should not extend to the bricks)		
8. Floor is in good condition, i.e. no holes, and, if tiled, not broken or damaged		
9. Ceiling paint is in good condition, i.e. not peeling off		
10. Ceiling is intact, i.e. not collapsing or damaged		
11. Lights are functional		
12. Window glass is not broken		
13. Doors are intact, i.e. not broken or damaged		

Unit 3 MIDWIFE OBSTETRIC UNIT

Aspects	Score	Comment
INTERIOR OF BUILDING(S) ABLUTION FACILITIES (TOILETS) - MOU		
1. Wall tiles are in good condition, i.e. not broken or damaged		
2. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		

3. The walls are not cracked (on observation cracks should not extend to the bricks)		
4. Ceiling paint is in good condition, i.e. not peeling off		
5. Ceiling is intact, i.e. not collapsing or damaged		
6. Lights are functional		
7. Window glass is not broken		
8. Doors are intact, i.e. not broken or damaged		
9. Functional basins (Basins should not be blocked, broken, or have deep cracks causing leaking of water)		
10. Taps are functional (with running water)		
11. Floor is intact, i.e. no holes, and, if tiled, not broken or damaged		
12. The toilet bowl or squat pan is intact		
13. The toilet seat and cover are intact		
14. The toilet flush/sensor flush is functional		
15. The toilet cistern cover is complete and in place		
DELIVERY ROOMS/OBSERVATION AREAS - MOU		
16. Walls - the paint is in good condition (i.e. not peeling off; score not applicable where the walls are made of face brick)		
17. The walls are not cracked (on observation cracks should not extend to the bricks)		
18. Floor is in good condition, i.e. no holes, and, if tiled, not broken or damaged		
19. Ceiling paint is in good condition, i.e. not peeling off		
20. Ceiling is intact, i.e. not collapsing or damaged		

21. Lights are functional		
22. Window glass is not broken		
23. Doors are intact, i.e. not broken or damaged		

Criterion 6.5.1.1.3 14(2)(c) The health establishment must as appropriate for the type of buildings and grounds of the establishment ensure emergency exit and entrance points are provided in all service areas and kept clear at all times.

6.5.1.1.3.1 The emergency vehicle entrance is free from any obstruction or hazards.

Assessment type: Observation - **Risk rating:** Vital measure

Obstructions can delay the transfer of users into the emergency unit or MOU to receive emergency treatment. Hazards or obstructions could include but are not limited to hawkers, potholes and debris at the entrance to the premises and vehicles parked in unauthorised areas. Not applicable: Never

Score	Comment

Sub Domain 6.5.2 15 Engineering services

Standard 6.5.2.1 15(1) The health establishment must ensure that engineering services are in place.

Criterion 6.5.2.1.1 15(2) The health establishment must have 24-hour electrical power, lighting, medical gas, water supply and sewerage disposal system.

6.5.2.1.1.1 The health establishment has back-up electricity supply system in case of power supply disruptions.

Assessment type: Observation - **Risk rating:** Vital measure

A back up system must be available to provide power to critical areas of the health establishment. This can include but is not limited to a generator or solar power system. Not applicable: Never

Score	Comment

6.5.2.1.1.2 CHECKLIST: The back-up electricity supply system is tested and maintained.

Assessment type: Document - **Risk rating:** Vital measure

Request the records listed below. Only assess the back-up system utilised by the health establishment. Score 1 if compliant and score 0 if not compliant. For systems not utilised by the health establishment, score not applicable. NB: Maintenance instructions compiled by the local maintenance service can be accepted where the original manufacturer's instructions are not available.

Score	Comment

Aspects	Score	Comment

1. The generator is tested for functionality in accordance with the manufacturer's instructions. The manufacturer's instructions must be available, as well as the logbook indicating the testing done on the emergency generator in accordance with the manufacturer's instructions. NB: Score Not applicable if the health establishment is not using generator as a back-up electricity supply system		
2. Where an emergency generator provides emergency power supply, it is maintained in accordance with the manufacturer's instructions. The manufacturer's instructions must be available, as well as maintenance records indicating that maintenance has been carried out in accordance with the manufacturer's instructions. NB: Score Not applicable if the health establishment is not using generator as a back-up electricity supply system.		
3. The solar system is functional (NB: Score not applicable if the health establishment does not use solar power as a backup)		
4. Where the solar system provides emergency power supply, it is maintained in accordance with the manufacturer's instructions, the manufacturer's instructions must be available, as well as the maintenance records which indicate that maintenance has been carried out in accordance with the manufacturer's instructions. NB: score NA if the health establishment does not use solar power as a back-up.		

6.5.2.1.1.3 The health establishment has a functional piped water supply.

Assessment type: Observation - **Risk rating:** Vital measure

The health establishment must provide water in a manner that protects the water from contamination. When a tap is opened, it must provide instant access to pure, clean water. The water supply for the health establishment must be connected to a reticulation system. A water reticulation system refers to a piped water network. Not applicable: Never

Score	Comment

6.5.2.1.1.4 The health establishment has emergency water supply in case of water supply interruptions.

Assessment type: Observation - **Risk rating:** Vital measure

Emergency water supply must be available. Water can be made available through amongst other containers with lids or water tanks(Jojos) or access to water trucks(this can be documented evidence).

Not applicable: Never

Score	Comment

6.5.2.1.1.5 The sewerage system is functional.

Assessment type: Observation - **Risk rating:** Vital measure

The inspector must carry out rudimentary visual inspections of the sewerage system to ensure that there are no blocked pipes, leaking pipes or other potential hazards at the time of the inspection. Pit toilets will be scored non-compliant. Not applicable: Never

Score	Comment

Sub Domain 6.5.3 16 Transport management

Standard 6.5.3.1 16(1) The health establishment must ensure that vehicles used to transport users and health care personnel are safe and well maintained.

Criterion 6.5.3.1.1 16(2)(a) The health establishment must ensure that vehicles, owned or used, are licensed and maintained.

6.5.3.1.1.1 All official vehicles used to render services or transport users are licensed annually.

Assessment type: Document - **Risk rating:** Essential measure

As required in Chapter 3 of the National Road Traffic Act No 93 of 1996, section 4, valid copies of licence certificates for all vehicles must be available. Not applicable: Where the health establishment is not responsible for the management of vehicles.

Score	Comment

6.5.3.1.1.2 All official vehicles used to render services or to transport users are serviced according to the manufacturer's schedule.

Assessment type: Document - **Risk rating:** Essential measure

Request the service schedule for all vehicles and request evidence of the services conducted on the vehicle as documented in the schedule. This could include the service invoices from the service provider. Not applicable: Where the health establishment is not responsible for the management of vehicles.

Score	Comment

Criterion 6.5.3.1.2 16(2)(b) The health establishment must ensure that drivers have a valid driver's license and or public transport driving permit.

6.5.3.1.2.1 All health care personnel driving official vehicles to render services or transport users have a valid driver's license.

Assessment type: Document - **Risk rating:** Essential measure

As required in Chapter 4 of the National Road Traffic Act No 93 of 1996, section 12, each driver must be in possession of an appropriate licence in compliance with the National Road Traffic Act regulations. Copies of valid driver's licences must be available. Not applicable: Where the health establishment is not responsible for the management of vehicles

Score	Comment

6.5.3.1.2.2 There is a copy of a valid professional driver's permit for each driver.

Assessment type: Document - **Risk rating:** Essential measure

As required in Chapter 4 of the National Road Traffic Act No 93 of 1996, section 32, copies of valid professional driver's permits, where applicable, must be available. Not applicable: Where drivers are not expected to have a professional driver's permit or where the health establishment is not responsible for the management of vehicles

Score	Comment

Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for Community Health Centre (CHC).

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- The Certification and Enforcement Committee of the OHSC Board for reviewing the tools and for recommending to the Board for approval.

It is hereby certified that these Regulatory Community Health Centres (CHC) Inspection tools version 1.2 was developed by the Office of Health Standards Compliance.

Ms W Moleko

Signature:



**Executive Manager: Health Standards
Development Analysis and Support**

Date: 18/08/2022

Dr Siphwe Mndaweni

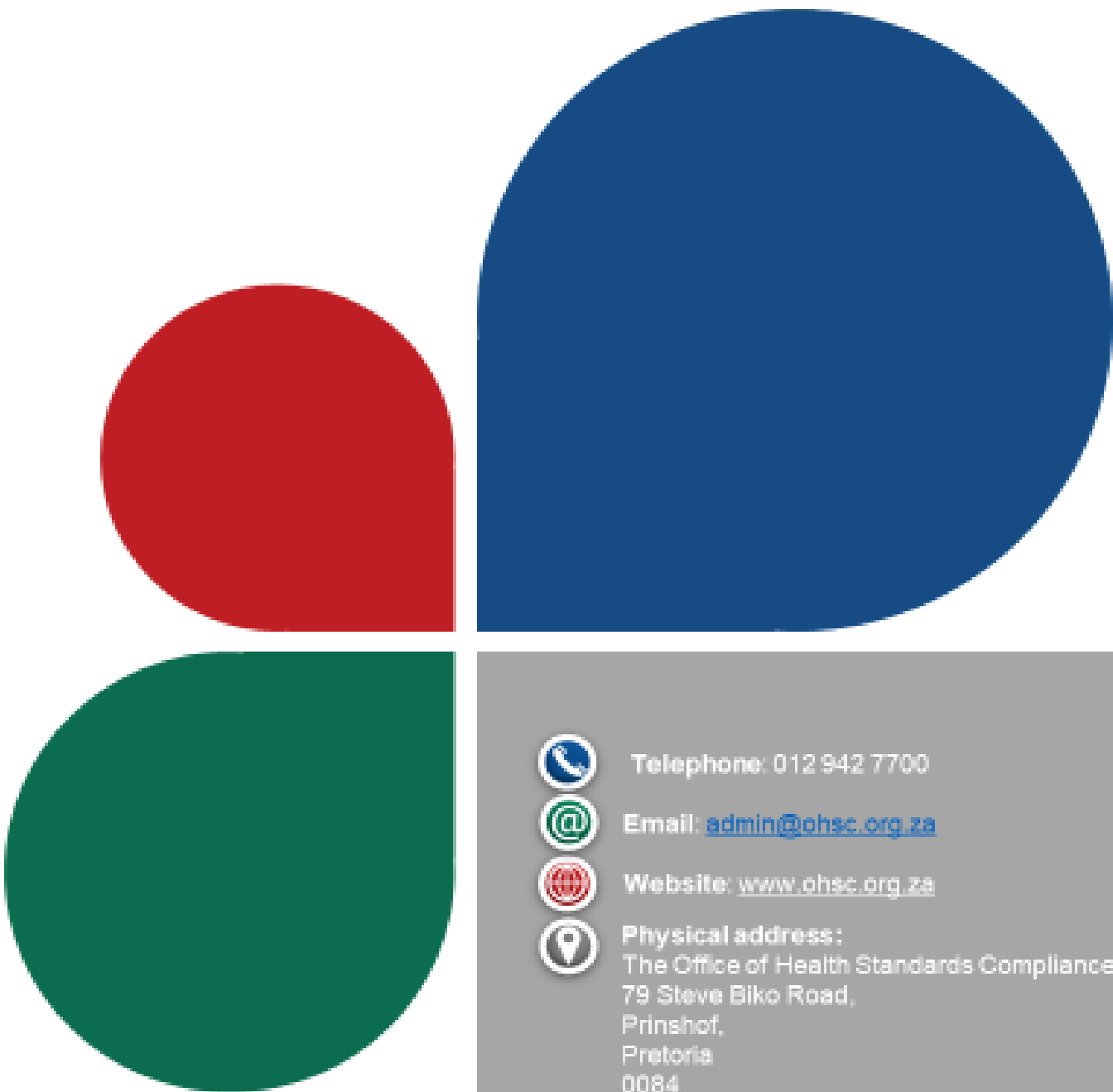
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