

**STANDARD FOR  
CENTRAL STERILIZING AND MEDICAL-SURGICAL SUPPLY FACILITIES AND SERVICES**

Name of Facility:

Address:

If comply tick (√) Yes, if not tick (X) No. Please add comment for any explanation.

PROVISION	ITEM	YES	NO	COMMENT
	<b>INFRASTRUCTURE &amp; EQUIPMENT</b>			
	<b>Location</b>			
R.250(a)	To avoid contamination of clean and sterile supply and equipment			
R.250(a)	To prevent objectionable heat and noise to patient care areas			
R.250(a)	To eliminate through traffic			
R.250(b)	To facilitate delivery and return of supplies and equipment			
	<b>Signs and labels</b>			
R.60	Proper signage and labelling system			
	<b>Entrance and exit</b>			
R.59(3),(5)	Separate service entrance			
R.54(3)	Adequate door size for large carts or bulk goods to pass through ( <i>for entrance, store etc</i> )			
R.54(4)	All 2 way swing doors shall have vision panel			
R.252(1)	Separate entrance for clean and dirty equipments			
R.54(5)	Clearance at the bottom of exterior door ≤0.6cm			
R.54(6)	All doors except closet doors shall not swing into the corridors			
	<b>Office space</b>			
R.257	Located within the main room to allow observation within CSSD with adequate desk and file space			
	<b>Design and flow</b>			
R.251(1)	Adequate areas to provide proper handling of supplies and equipment			
R.251(2)	Proper work flow with separation of clean or sterile items from soiled and contaminated items			
R.251(2)	<b>i. Staff flow</b>			

PROVISION	ITEM	YES	NO	COMMENT
	- Separate entrance for dirty and clean/sterile zone			
	- Changing room			
<b>R.251 (2),(4)</b>	<b>ii. Material flow</b>			
	- Dirty items from users must be transported in a closed cart/hamper to wash area			
	- Dirty items shall not cross clean/sterile area			
	- Clean and sterile items shall not cross dirty area			
	- Sterile items must be transported in a close cart/hamper to users			
<b>R.89, 256(1),(4)</b>	Airflow from clean area towards the exhaust in the soiled area			
<b>R.251(4)(d)</b>	Adequate space for circulation area and parking of carts			
	<b>Facilities for receiving, disassembling and cleaning</b>			
<b>R.252(1)</b>	Located to avoid transporting supplies through sterile areas within CSSD			
<b>R.252(1)</b>	Separate entrance for clean and dirty equipments			
<b>R.251(2)</b>	Facilities & services shall divided into work areas & may vary according to type of supply or equipment			
<b>R.252(2)</b>	Double compartment sink			
<b>R.58</b>	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
<b>R.56(1), 57(1)</b>	Floor and wall easy to wash and clean & non skid floor			
<b>R.252(2)</b>	Work counter (washable) or its equivalent			
<b>R.251(4)(c)</b>	Separate facilities for receiving of bedside utensils (if not outsource)			
<b>R.251(4)(c)</b>	Separate facilities for cleaning of bedside utensils (if not outsource)			
<b>R.251(4)(b)</b>	Separate and equipped solution preparation room			
	<b>Facilities for assembling and packaging</b>			
<b>R.58</b>	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
<b>R.56(1), 57(1)</b>	Floor and wall easy to wash and clean & non skid floor			
<b>R.251(2)</b>	Facilities & services shall divided into work areas & may vary according to type of supply or equipment			
<b>R.253</b>	Double compartment sink			
<b>R.253</b>	Work counter (washable) or its equivalent			
<b>R.251(4)(c)</b>	Separate facilities for packaging of bedside utensils (if not outsource)			

PROVISION	ITEM	YES	NO	COMMENT
	<b>Facilities for new unsterile equipment</b>			
R.251(4)(a)	Separate unsterile equipment storage room			
R.254(1)	Separated from facilities for sterile items and equipment			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
R.56(1),57(1)	Floor and wall easy to wash and clean & non skid floor			
	<b>Facilities for sterilizing</b>			
R.255(1)	Dedicated area within the CSSD			
R.255(2)	Located between assembling and packaging facilities and facilities for storage of clean and sterile supplies			
R.58(1)(c)	Adequate ceiling height $\geq 2.7\text{m}$			
R.56(1),57(1)	Floor and wall easy to wash and clean & non skid floor			
R.255(3), R.260(1)	Autoclave licensed under DOSH			
R.258(2)	Exhaust fan over sterilizer ( <i>autoclave</i> ) to prevent condensation			
R.255(4)	Boiling water shall not be used			
R.89(6), 258(1)	Ventilation system to avoid contaminated air flow to clean or sterile areas			
	<b>Facilities for storage of clean and sterile supplies</b>			
R.256(1)	Dedicated and separated facilities within CSSD			
R.256(2)	Located to avoid transporting supplies through other areas within CSSD			
R.256(4)	Positive pressure			
R.89(6)	Ventilation system to avoid contaminated air flow to clean or sterile areas			
R.58(1)(c)	Adequate ceiling height $\geq 2.7\text{m}$			
R.56(1),57(1)	Floor and wall easy to wash and clean & non skid floor			
R.256(3)	Adequate cabinets			
	<b>Janitor's closet</b>			
R.77(1)(a)	Sink ( <i>preferably with a floor receptor with mixing taps</i> )			
R.77(1)(b)	Hook strip for mop handle			
R.77(1)(c)	Shelf for cleaning material			
R.77(1)(d)	Waste receptacle with impervious liner			
R.77(1)(e)	Hand washing facility			
R.77(2)	Adequate space for mop, bucket & cleaning equipment			

PROVISION	ITEM	YES	NO	COMMENT
	<b>Housekeeping</b>			
R.93	Housekeeping services properly operated & maintained to provide a pleasant, safe and sanitary environment			
R.96	Availability & properly maintained equipment for cleaning			
R.98	Cleaning compound and hazardous substance are labelled and stored in safe places			
	<b>Staff facilities</b>			
R.425	Commensurate with the type, scope and capability			
R.427	Separate toilets for male and female staff			
	<b>Overall findings</b>			
S.16(1)(a)	Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates			
S.16(1)(b)	Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
R.122(2)	Sterilizers are kept in good repair and operating condition			
	<b>STANDARD &amp; REQUIREMENT (DOCUMENTATION)</b>			
	<b>Organization &amp; Management</b>			
R.259(1)	The head of CSSD shall be a healthcare professional with training and experience in management, asepsis, supply processing and infection control procedures			
	<b>Personnel</b>			
R.259(2)	Sufficient personnel with training and experience in CSSD (Qualification/ APC)			
	<b>Policies and standard operating procedures</b>			
R.122 (1),(2), 260(7)	Written policies and procedures relating to sterilization control			
R.49(1),(6)	Development & comply with Infection control directives or guidelines			
R.122(1)	Policy and procedure on organised maintenance programme for safety, welfare and comfort of the occupants in the entire facility			
R.21(2)(a)&(b), 260(7)	Written policy available to all staff & review every 5 years			
	<b>Records, registers, returns and books</b>			
R.34	Staff register			

PROVISION	ITEM	YES	NO	COMMENT
R.21(1)(j)	Supervision and training programmes			
R.260(1),(6)	Record and report on sterilizer performance being checked (monthly)			
R.260(3),(4)	Biological indicator - weekly			
R.260(2),(4)	Chemical indicator -weekly			
R.262	No recycling of any disposable medical-surgical instruments, equipment or supplies			
	<b>Program and activities on quality</b>			
S.74(1),(2)	Information on quality programme and activities			
R.127(3)	Periodically evaluate of the adequacy in term of patient, nursing and personal care needs ( <i>with head of nursing</i> )			
R.127(2)	Continuous evaluation plan of nursing & personal care			
	<b>Overall findings</b>			
S.16(1)(c)	Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters			

<b>Comments:</b>	
<b>Recommendation:</b>	
<b>Prepared by:</b>	<b>Verified by:</b>
<b>(Name &amp; Stamp)</b>	<b>(Name &amp; Stamp)</b>
<b>Date :</b>	<b>Date:</b>