



**SLA MONITORING TOOL(NON-FINANCIAL)
SECTION A**

**FOR DEPARTMENT OF SOCIAL DEVELOPMENT AND DEPARTMENT OF HEALTH
(PERSONS WITH DISABILITIES)**

IDENTIFYING PARTICULARS									
NAME OF THE ORGANISATION									
PHYSICAL ADDRESS									
POSTAL ADDRESS									
CONTACT NUMBER									
E-MAIL ADDRESS									
CENTRE MANAGER									
NPO NUMBER									
SERVICE TYPE	Residential		Day Care		Protective workshop				
TYPE OF PROGRAMME	Disability			Older persons					
AREA OF OPERATION									
CLASSIFICATION OF BENEFICIARIES	Mild		Moderate						
	Severe		Profound						
AGE CLASSIFICATION	Children		Youth		+35 years		Older persons		
NUMBER OF BENEFICIARIES WITH FAMILY CONTACT	Children		Youth		+35 years		Older persons		

NUMBER OF BENEFICIARIES WITH NO FAMILY CONTACT	Children		Youth		+35 years		Older persons	
TYPE OF DISABILITY OF BENEFICIARIES	Physical		Intellectual (Cognitive)		Psycho social (Psychiatric)			
	Hearing		Visual		Albinism			
	Other							
REGISTRATION STATUS (REGISTRATIVE FRAMEWORK)	Licensed in terms of Section 43 of Mental Health Care Act 17 of 2002 & Regulations (DOH).							
	Registered in terms of National Registration guidelines for Residential facilities for persons with disabilities (DSD)							
	Registered in terms of the National Health Act 61 of 2003							
	Registered in terms of Older Persons Act 13 of 2006							
	Registered in terms of Children's Act 38 of 2005							
COPIES OF THE FOLLOWING POLICIES AND GUIDELINES	Public Finance Management Act, Act 29 of 1999							
	Prevention of and Treatment for Substance Abuse, No 70 of 2008							
	Promotion of Access to Information Act, Act No 2 of 2002							
	Adolescents and Youth Health Policy Guidelines, 2003							
	Child and Adolescent Mental Health Policy Guidelines, 2003							
	Sexual Offences Act, Act 37 of 2007							
	Older Persons Act, Act 13 of 2006.							
	Labour Relations Act, Act No							
	White Paper on the Rights of persons with disabilities and matrix							
COPIES OF THE FOLLOWING POLICIES AND GUIDELINES (ONLY FOR DSD)	National policy on the provision of social development services to people with disabilities							
	Minimum standards on residential facilities for persons with disabilities							
	Policy on social rehabilitation and community-based services to people with disabilities							
	Policy on residential facilities for people with disabilities							
	Provincial Social Development Policies/Strategies							
KNOWLEDGE ABOUT RELEVANT SECTIONS CONCERNING DISABILITIES:	Constitution of the Republic of S.A. (Act No 108 Of 1996)							
	United Nations Convention on the Rights of persons with Disabilities.							
	Health Facility guideline for Mental Health Services 2014.							
	National Core Standards for Health Establishments 2011.							

	Prevention and Combating of Corrupt Activities (Act No 12 of 2004)	
	Occupational Health & Safety (Act No 85 of 1993)	
	Medicine and Related Substance Act (Act No 101 of 1965)	
	National Building Regulations (Act No 103 of 1977)	

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
Number of Approved Beneficiaries:	SLA	Available, existence of beneficiaries					
Current capacity	Physical head count						
THE BOARD AND MANAGEMENT:							
The Board is well equipped to strategically guide the workshop	BP	- Meetings held regularly - Minutes of meetings held available and signed - Decisions made implemented - Same person as in BP n SLA and National Database					
COMPLIANCE DOCUMENTS:							
NPO registration status	NPO Database	Available, updated and still valid Confirm with National Database					
Information on the organization and services	SLA	Pamphlets, brochures, newsletter or other promotional material available					
Constitution		Available and relevant					
Business Plan		Available for current and previous financial years, updated and submitted to DSD/DOH					
Copy of fully	SAP/NPO File	Available, updated and still valid,					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
signed Contract/MOA SLA		signed					
Zoning or re-zoning certificate	Registration file	Issued by Municipality office					
Occupancy certificate (structure)		Issued by Municipality office					
Certificate of acceptability for food handling		Issued after audits by environmental officers					
Health certificate		Issued by Municipality office after inspection					
Property: owned or leased (attach proof of ownership/ lease agreement)		• Own building • Rental					
SAPS clearance certificate		Available and valid at time of audit Issued by relevant SAPS					
Copy of tax clearance certificate (SARS)	NPO File	Valid- Issued by SARS and renewed annually					
Financial management system and accountability:	NPO File	• Available and valid • All monies are recorded and receipts are issued • Bank statements are filed • A petty cash book is kept					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
Bank account and 3 month bank statement		and up to date • Have you submitted your monthly claim • Is there compliance with monthly financial reconciliation • Have you been paid for the claims submitted • When was the last payment received • Have all the staff been paid					
Six Monthly report	NPO File	Available					
Quarterly report	NPO File	Available					
		REGISTERS:					
Attendance Register for beneficiaries.		• Completed daily basis. • Monitored by manager • Nonattendance correlate with payment and claim forms					
Staff Register		• Completed daily • Monitored by the manager • Non-attendance to correlate with leave submitted /captured					
Donation register		Available and updated Type and quantity received and, distribution recorded Checked and signed off by manager					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
Holiday Register		Available and completed for each resident when required					
Admission Register		Available and updated					
Abuse Register		Available, updated and reported to DSD					
Incident Register	•	- Report available on incident and indicating procedures followed, action taken and follow up. - Progress report available if required Signed by manager					
Complaint Register	•	- Available and updated - Complaint addressed timeously - Report on action taken and follow up if required - Signed by manager					
Activity Programme	•	- Available, displayed and implemented - Relevant to the needs of residents					
Waiting list/screening file		Available and updated					
Communication register		Available, completed and signed when read					
ADMINISTRATION EQUIPMENTS							
STATUS							
Administrative		Availability and functional					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
devices; e g. photo copier, telephones, fax and computers		Recorded on asset register					
ADMINISTRATIVE RECORDS							
Policy Document Procedure manuals (HR and Users)		File inclusive of ; • Disciplinary policy and procedures for staff • Incidents procedures • Complaints Management procedures - Are all complaints dealt with - Complaints/suggestion box available • Smoking policy • Code of Conduct • Leave Policy • Recruitment Policy • Procurement Procedure • Transport Policy • Management of users who Relapse • Admission procedures / Transfer In /Out • Discharge procedures • First Aid procedure • Clinic Appointments • Death / missing and abscondments					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
		LOA					
GENERAL ADMINISTRATION & MANAGEMENT							
Beneficiaries (Users') files		All users / beneficiaries at the NPO are recorded - Admission register - Daily register - Lockable filing system - Daily reports/ progress report - Handover reports - Incident reports - Medical, nursing and other daily reports on progress of the patient					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
Medical records		• Proof of Health status available on admission • User / Beneficiary send for health check-up after admission and recorded in personal file • Medical status monitored regularly					
Log books		All trips approved and recorded					
Information on the Organisation and services		Pamphlets, brochures, newsletters or other promotional material available					
		STAFF RECORDS:					
Staff files	Employee file	File inclusive of: • Letter of appointment • Job descriptions • Employment contract • Leave forms • UIF proof of registration • Performance appraisals • Employment Contracts(Available and signed) • C.V (Available and updated)					
Conditions of service		• Available and signed by individual staff member					
Staff duty rosters		• Available, displayed and implemented					
Staff : user / beneficiary ratio		• Available					

Standard	Source Document to verify against	Compliance requirement	Available		Comment on status	Action plan	Progress
			Yes	No			
		STATUS:					
Organogram		• Available					
Total number of Staff	SLA and claim forms	• Available and updated					

HUMAN RSOURES

STAFF COMPLEMENT	RESIDENTIAL CARE		PART TIME	DAY CARE		PART TIME	REMARKS (FUNDED BY DSD OF DOH)
	Actual	Filled		Actual	Filled		
Manager							
Administration/Receptionist							
Professional Nurse							
Enrolled Nurse							
Enrolled Nursing Auxiliary							
Trained Care Workers							
Untrained Care workers							
Volunteers (How many hours /days)							
HOUSEHOLD STAFF							
Kitchen							
Laundry							
General Workers							
Maintenance							
Security							
Driver							
Gardener							
Other Specify							
MEDICAL SUPPORT							
Center own support in place							
Clinic							
Hospital							

Psychiatrist							
Medical officer							
O.T.							
O.T. Assistants							
Dietitian							
Physiotherapist							
Social worker							
Other Therapist:							

Standard	Source Document to verify against	Compliance requirement	Availability		Comment on status	Action Plan	Progress
			Yes	No			
TRAINING AND DEVELOPMENY AND SUPERVISION RECORDS							
Training		- Continues formal and informal training provided by NPO - List of formal and informal training attended by staff - Attendance register or copy of programme to be available - Staff are registered with relevant professional body - The information of all staff is recorded and filed - The staff is trained in accredited First Aid techniques					
Supervision of staff		- Regular individual / group supervision of staff by managers - Process note on content of supervision session to be available					

		Supervision file to check if supervision is indeed happening					
Attendance of relevant Forums/meetings		- List of relevant forums and meetings attended by staff - Attendance register, copy of agenda and/or minutes to be available - Feedback to relevant manager and/or staff recorded					
PHYSICAL ENVIRONMENT:							
Building and grounds		- General appearance of grounds / external environment. Describe - Brief description of the condition of the windows, roof and doors –(progress column) - General appearance of inside Centre buildings. Describe					
Adequacy of space for members		- Adequate floor space for users / beneficiaries: - Toilets - Kitchen / Dining hall - Dormitory rooms - Building/Hall - There is a private area for visitors					
Adequacy and suitable furniture / equipment		- Basic and adequate furniture to ensure that appropriate service is rendered - General condition of					

		furniture Is there a register for: inventory of furniture and equipment					
Accessibility		• Universal access for all type of disability (user friendly) • Safe and friendly environment • Are there bathroom rails for disabled users • The Centre has access to running water • Geyser for hot water • The Centre has access to electricity					
Safety and security		• Visitors register at the gate / entrance • Gates to be locked at all times • Burglar bars in situ • Availability of Alarm system (where necessary) • Perimeter Security wall fencing • Tele / cell phone for the use by staff •					
Food Preparation		• Is the menu displayed and followed • Food preparation is done in an adequate kitchen or a separate facility • Is there sufficient food • State of freshness of food provided to patients					

		• Enough stoves and or microwave • Food handling certificate (Certificate of Acceptability) • Availability of scullery/ dishwasher/ sink • Trays / chopping boards and adequate crockery Adequate functional storage of raw and prepared foods • Pantry • different trays • Fridges/freezers • Separate fridges for vegetables and dairy products, poultry, red and other meats Kitchen with running water • Preparatory areas for tea • Urn • Dustbins for food waste •					
Hygiene management		• Clean and hygienic external and internal environment including ablution block • Kitchen clean and hygienic • Food prepared in hygienic environment • Type of detergents utilized –specify • Adequate Washing machines utilized for the laundry, Driers and Area for dirty laundry in Residential Centre					

		• Number of staff responsible for Laundry • How often is the Laundry done • Availability of a signed schedule for cleaning in all areas • Availability of proper cleaning equipment					
Compliance to OHS		• Fire extinguishers (service dates indicated) • Evacuation plan • Clearly marked Emergency exits • Beneficiaries / staff acquainted with the evacuation plan (evidence of Fire Drill practices) • Dedicated smoking areas					
Maintenance budget		• Is there sufficient funds budgeted for continuous repairs • Maintenance required for the building /facility					
Certificate of approval		• Certificate of compliance issued by the Department of Labour for Plumbing and Electricity • Municipality compliance to OHS					
Assistive Devices		• Individual Functional Assessments to determine their individual needs • Devices fitted to meet individual requirements in principle of correct seating					

		• Well maintained • Follow up done in order to upgrade or replace devices					
STIMULATION, THERAPEUTIC AND REHABILITATION PROGRAMME IMPLEMENTATION							
Programmes		Availability of suitable and documented • Individual programmes • Group programmes • Displayed in the facility • Programme content and attendance registers available					
MEDICATION							
		• Are all substances/drugs kept in locked cupboards, • In a fridge • In dry cool place • Is medication suitable for use- • expiry dates checked • Clearly labeled • Are substances for external & internal use kept separately • Is medication regularly reviewed (at least 6-monthly)? • Valid records of administered medicines					
MEDICAL EQUIPMENT							
First aid box		• Is there a properly equipped first aid box? • Content listed • Suitability for use checked					

		and updated					
Other emergency equipment		• Equipment for monitoring vital data available and working condition e.g. BP Machine; Glucometer, urine dipsticks etc.					
CARE OF USERS / BENEFICIARIES							
Physical And Psychological aspects of care		• Nourishment/diet • Cleanliness / grooming • Change of Clothing Availability of • extra bed Linen; • Towels; Washing cloths; tooth brushes etc. • Availability of patients personal toiletry, Washing cloth toothbrush, toothpaste and Soap • Availability of sick bay for ill/ frail users • quality of staff and user interaction (observing user-staff interaction) • Availability of a regular coordinated medical intervention programme • Does the Centre have accessibility to nearest clinic / Hospital for services such as for Speech therapy, OT, Medical services/ on site • If not, what kind of access is utilized in this regard?					



SECTION B
ONLY FOR DEPARTMENT OF SOCIAL DEVELOPMENT

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
COMPLIANCE DOCUMENTS:						
Residents Committee	• In place and functioning • Meetings held regularly • Minutes of meetings held available and signed • Attendance register for meetings available • Decisions made implemented					
B 1: SERVICES TO THE BENEFICIARIES (ONLY RESIDENTIAL FACILITIES)						
Life skills development	• Life skills programmes developed and implemented • List life skills programmes • Programme content and attendance registers available					
Skills development	• Skills development programmes developed and implemented • List skills development • Programme content and attendance registers available					
Counseling/ referral	• Counseling services provided and recorded on case file • Appropriate referral facilitated if required					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
	Updated resource directory available					
Advocacy and education services	- Advocacy and educational programmes developed and implemented - List advocacy and educational programmes - Programme content and attendance registers available					
Meals	- Developed by dietician inclusive of guideline for portion size - Displayed - Nutrition and dietary requirements met for special dietary requirements - Provision of meals in accordance with the menu - Register available on stock issued daily - Three (3) full and two (2) snack meals					
Accessibility to transport	- Transportation of resident policy inclusive of procedures for booking developed and implemented - Content of policy known to residents					
Collaboration with other stakeholders	Activities and programmes in place to meet and socialize with other organisations					
Activity programme	- Appropriate activity programme developed and implemented - Displayed in the facility - Programme content and attendance registers available					
PREVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Prevention of disability from deteriorating and prevention of secondary disability	- Family enrichment programmes available and implemented - Care and support services provided and recorded - Programme content and attendance registers available					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
Individual/Group/Community awareness	- Activities planned for in operational plan - Programme content and attendance registers available					
Advocacy	- Programmes to promote advocacy on disability issues in place - Programme content and attendance registers available					
EARLY INTERVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Family preservation	Programmes in place to address: - Families as primary caregivers - Access to resources to remain in the family - Family counseling - Programme content and attendance registers available					
Engagement/admission	Admission procedures followed: - Relationship building - Introduced to MDT - Involvement in decision making - Individual needs considered - Process note of admission process on case file - DQ98 available					
Assessment/treatment	Assessment process: - Completed within first week of admission - Monthly / Quarterly reviews - Assessment report and progress reports on case file					
Individual development plan	- IDP developed for each resident - Resident involved in process - Quarterly reviews conducted					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
	IDP and review report reflected on case file					
Safety	- Services rendered in safe environment - Crises contact numbers of staff available and displayed - Procedures relating to reportable incidents known to resident					
Rights of people with disabilities	- Known and displayed in facility - Provided in braille for persons with visual impairment					
Complaints and grievance procedure	- Complaints register available and accessible to residents - Complaints followed up and addressed timeously by management					
Physical care and environment	Basic human rights of residents met within a safe and well maintained environment					
Transitional planning	- IDP and care plan implemented and reviewed to empower adequate empowerment for transition from facility - Documents and process note available and on case file					
Privacy and confidentiality	- Privacy and confidentiality of residents is respected and protected - Confidentiality policy developed and implemented					
Behaviour management	- Behaviour management programme in place and implemented - Programmes on conflict resolution - All behaviour management recorded and reported - Signed by manager					
Emotional and social	Residents committee in place					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
Care	- Concerns raised appropriately and timeously addressed - Treated with dignity and respect - Programmes in place to encourage socialization - Programmes on conflict resolution - Activity schedule displayed and implemented - Routine within the facility known and displayed					
Health care	- Access to adequate health care - Health status of residents known and treated - Medication appropriately and correctly administered - Transport provided to attend to medical needs					
Administration	- All interventions relating to resident recorded on case file - Process note include evaluation and recommendations - Services rendered in accordance to the IDP of each resident					
STATUTORY INTERVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Access to legal resources	- Residents assisted with obtaining legal counsel and support during court proceedings. - All interventions recorded and reflected on case file					
REUNIFICATION AND AFTER CARE (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Care plan	- Developed by MDT to ensure re-integration in community - Programmes available to promote family re-unification					
Therapeutic	Therapeutic programmes provided and					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
programmes	recorded on case file					
Education	• Appropriate and relevant education provided • Programme content and attendance registers available					
Disengagement	• Disengagement programme developed and implemented • Resident involved in process and adequately consulted					
B 2: SERVICES TO THE BENEFICIARIES (ONLY PROTECTIVE WORKSHOPS)						
Assessment	Assessment process: • Completed within first week of admission • Monthly / Quarterly reviews • Assessment report and progress reports on case file					
Psycho- social services	• Comprehensive psycho- social services provided and recorded on case file • Individual needs of workers considered in service delivery					
Life skills development	• Life skills programmes developed and implemented • Programme content and attendance registers available					
Skills development	• Skills development programmes developed and implemented • Programme content and attendance registers available					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
Physical care	• Basic human rights of residents met within a safe and well maintained environment • Concerns raised appropriately and timeously addressed • Treated with dignity and respect • Programmes in place to encourage socialization • Programmes on conflict resolution					
Health care	Access to adequate health care					
Counseling/ referral	• Counseling services provided and recorded on case file • Appropriate referral facilitated if required					
Advocacy and education services	• Advocacy and educational programmes developed and implemented • Programme content and attendance registers available					
Socio- economic empowerment programmes	• Socio- economic empowerment programmes developed and implemented • Programme content and attendance registers available					
Accessibility to transport	Facilitate access to transport					
Collaboration with other stakeholders	Activities and programmes in place to meet and socialize with other stakeholders					
Activity programme	• Appropriate activity programme developed and implemented • Displayed in the facility • Programme content and attendance registers available					
Meals (if provided)	• Developed by dietician inclusive of guideline for					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
	- portion size - Displayed - Nutrition and dietary requirements met for special dietary requirements - Provision of meals in accordance with the menu - Register available on stock issued daily					
WORKSHOP EQUIPMENT						
Workshop equipment	- Equipment, procedures and applying equipment comply with Labour legislation - Procedure for workshop equipment developed and implemented - Equipment is disability friendly - Equipment in accordance with projects					
MARKETING						
Market strategy	- Market strategy developed and implemented - Reviewed and updated					
PREVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Prevention of disability from deteriorating and prevention of secondary disability	- Family enrichment programmes available and implemented - Care and support services provided and recorded - Programme content and attendance registers available					
Individual / Group / Community awareness	- Activities planned for in operational plan - Programme content and attendance registers available - The workshop forms an integral part of the immediate community					
Advocacy	- Programmes to promote advocacy on disability issues in place - Programme content and attendance registers					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
	available					
OPERATIONAL UNITS						
Labour	- Regular assessment of skills - Skills audit					
Health	Provision / facilitation of access to health services					
Business	- Business skills development - Ensure compliance to business laws					
Psycho-social	Psycho-social programmes implemented and reviewed					
B 3: SERVICES TO THE BENEFICIARIES (ONLY POST FUNDING)						
Administration	- All interventions, reports, supplementary documents available and recorded in individual case files - Process note include evaluation and recommendations - Recommendations implemented					
PREVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Prevention of disability from deteriorating and prevention of secondary disability	- Family enrichment programmes available and implemented - Care and support services provided and recorded - Programme content and attendance registers available					
Individual counseling	Counseling services provided and recorded on case file					
Group work / Life skills	Life skills programmes developed and implemented					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
	- List life skills programmes - Programme content and attendance registers available					
Community awareness	- Activities planned for in an operational plan - List community awareness programmes - Programme content and attendance registers available - Intervention recorded and reflected in case file					
Referral	- Appropriate referral facilitated if required - Updated resource directory available					
Advocacy and education services	- Advocacy and educational programmes developed and implemented - List advocacy and educational programmes - Programme content and attendance registers available					
Collaboration with other stakeholders	Activities and programmes in place to meet and socialize with other organisations					
EARLY INTERVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Family preservation	Programmes in place to address: - Families as primary caregivers - Access to resources to remain in the family - Family counseling - Programme content and attendance registers available					
Therapeutic programmes	Therapeutic programmes provided and recorded on case file					
STATUTORY INTERVENTION (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Access to legal resources	- Beneficiaries assisted with obtaining legal counsel and support during court proceedings. - All interventions recorded and reflected on case file					
Statutory intervention according the	- Investigation into the circumstances of children - Statutory intervention implemented when					

Standard	Compliance requirement	Available		Comment on status	Action plan	Progress
		Yes	No			
Children's Act 38 of 2005	required - Attendance of Children's Court enquiry - All interventions and reports recorded and reflected on the case file					
CONTINUUM OF CARE (DEVELOPMENTAL SOCIAL WELFARE SERVICE DELIVERY)						
Therapeutic programmes regarding reunification	Therapeutic programmes provided and recorded on case file					
Education	- Appropriate and relevant education provided - Programme content and attendance registers available					

**NB. APPLICABLE TO BOTH SOCIAL AND HEALTH DEPARTMENT- SUMMARY OF ALL FINDINGS TO ASSESS SUITABILITY TO FUNCTION
ADDENDUM 1:**

PHYSICAL ENVIRONMENT

Gemba walk and observations

	SUITABLE #		HYGIENIC		MAINTAINED	
	YES	NO	YES	NO	YES	NO
*Required for residential care only						
Facility as a whole: Inside						
Outside						
Ventilation						
Water supply						
Hot water supply with temperature controlled.						
Cold water supply						
Ablution facilities with easy access for disabled users						
In general						
Toilets						
Wash hands basins						
*Baths/showers						
Dormitories/sleeping areas						

*Beds & beddings						
*Personal space						
*Lockers						
Cooking/dining facilities						
In general						
Dining areas						
*Pantry/ies						
Scullery/washing facilities						
Storage area						
Cold storage						
Equipment (cooking, eating)						
Protective clothing						
Waste disposal						
Refuse						
Sewage						
Programme areas						
Floor space						
Equipment						
Therapy areas (where applicable)						
Floor space						
Equipment						
Other						
Recreational facilities: Inside						
Outside						
Office facilities						
*Staff dining area						
Staff rest area						

includes reference to floor space where relevant

ADDENDUM 2

OCCUPATIONAL HEALTH AND SAFETY MEASURES

ITEM	AVAILABLE		SAFE		ADEQUATE	
	YES	NO	YES	NO	YES	NO
Functional and serviced fire extinguishers						

Burglar proofing on windows						
Security gates on outside doors						
Perimeter security wall/fences						
Ventilation						
Covered wall plugs						
Glass doors						
Fire escape/s						
Is there an evacuation plan						
Is this practiced (fire drills conducted)						
Emergency exits						
Dedicated smoking places						
Floors						
Waste removal system						

SUITABILITY OF THE NPO	
Well resourced	
Moderately resourced	
Poorly resourced	
Other comments	

PROBLEMS / CHALLENGES

RECOMMENDATIONS

Recommended for licensing / registration	
Not recommended	
Recommended only when improved after completion of action plan	
Other comments	

Action Plan after an Audit:-

Rate as 1- poor; Rate-2 needs improvement; Rate 3- Acceptable, Rate 4-Good; Rate 5-Excellent.

Priority areas of improvement	Plan of action	Time frame for implimention	Time frame for revisit	Quarter 1	Quarter 2	Quarter 3	Quarter 4

AUDIT COMPLETED BY	SIGNATURE	DEPARTMENT	DATE
TEAM LEADER/S			
1.			
2.			
TEAM MEMBERS			
1.			
2.			
3.			
4.			
NGO MANAGER/TEAM			

1.			
2.			