ACIPC
Australasian College
for Infection Prevention and Control

# Community and Home Care Vehicle

# Cleaning and Transportation of Equipment and Consumables Audit Tool

## 1. Purpose

The purpose of this audit is to assess whether vehicles used to support home and clinical community care meet the requirements for cleanliness, stocking, storage, transportation and management of contamination, as outlined in the guideline.

The audit is intended to:

- Work in conjunction with the Community and Home Care Vehicle - Cleaning and Transportation of Equipment and Consumables Guideline
- assess compliance with the requirements applicable to the type and intended use of the vehicle;
- identify gaps in vehicle cleanliness, consumable supplies, storage and transportation practices;
- assess the availability and appropriate management of supplies and equipment; and
- identify opportunities for corrective action and ongoing improvement in infection prevention and control practices.

## 2. Instruction

Complete the audit by assessing the vehicle against each applicable requirement through direct observation and review of supplies and equipment. Record each item applicable.

All non-compliant areas must be addressed, with corrective actions implemented and followed up as required.

### Key

| Rating | Definition |
|---|---|
| Compliant (C) | Requirement is met |
| Partially Compliant (PC) | Improvement required |
| Not Compliant (NC) | Action required |
| Not Applicable (N/A) | Requirements do not apply |

## Audit

| | Response |
|---|---|
| Provider/Service | |
| Auditor | |
| Audit Date | |
| Is this a fleet or healthcare worker-owned vehicle? | |
| Vehicle Registration | |
| Is this a Care worker or Clinician used vehicle? | |

## 1. Vehicle Cleanliness and Condition

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | Vehicle cabin is visibly clean, tidy and free from dust, debris and rubbish. | | | | |
| 2 | Vehicle boot/storage area is visibly clean, tidy and free from dust, debris and rubbish. | | | | |
| 3 | Vehicle surfaces and storage areas are maintained in good condition that allows cleaning. | | | | |
| 4 | High-touch vehicle surfaces (steering wheel, gear selector, door handles, touch screens, seat belts) are cleaned regularly according to the routine cleaning schedule. | | | | |
| 5 | Personal items are stored separately from care supplies and equipment. | | | | |
| 6 | There is no visible evidence of spillage, contamination or soiling. | | | | |

## 2. Consumables and Care Supplies

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | PPE kit (contents as below) is present within the vehicle boot. | | | | |
| 2 | PPE kit is stored in clean, dry container protected from contamination | | | | |
| 3 | Alcohol-based hand rub is available (small bottle). | | | | |
| 4 | Neutral detergent hand wipes are available | | | | |
| 5 | Gowns are available (minimum 3 in kit). | | | | |
| 6 | Aprons are available (minimum 3 in kit). | | | | |
| 7 | Non-sterile gloves are available (varied sizes in kit) | | | | |
| 8 | Surgical masks are available (minimum 5 in kit). | | | | |
| 9 | Respirators (P2/N95) masks appropriate for the healthcare worker are available (minimum 3 in kit). | | | | |
| 10 | Eye protection/face shields are available (minimum 3 in kit). | | | | |
| 11 | Vomit bags for client transportation | | | | |
| 12 | Waterproof pads for client transportation | | | | |

## 3. Storage and Transportation

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | Consumables are stored and transported in designated labelled storage containers within the boot/storage area. | | | | |
| 2 | Storage containers can be effectively cleaned and are clean, intact and in good condition | | | | |
| 3 | Clinical and non-clinical consumables are stored separately | | | | |
| 4 | Sterile and non-sterile stock are stored separately. | | | | |
| 5 | Stock is within manufacturer's use-by or expiry date. | | | | |
| 6 | Stock rotation practices are evident. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 7 | Stock is free from damage, discolouration or other signs of compromised integrity. | | | | |
| 8 | Reusable medical and/or allied health equipment is stored and transported in designated containers as possible. | | | | |
| 9 | Cleaning products are stored safely in labelled container, separately from care supplies where required | | | | |
| 10 | Cleaning products are intact and free from leaks or damage. | | | | |
| 11 | Reusable equipment is visibly clean, evidencing reprocessing directly after use– as possible | | | | |
| 12 | Used or potentially contaminated equipment (unable to be reprocessed at point of use) is separated from clean equipment and supplies. | | | | |

## 4. Cleaning and Contamination Management

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | Paper towels (for spills and hand drying) are available. | | | | |
| 2 | Neutral detergent wipes or equivalent cleaning products are available. | | | | |
| 3 | Neutral detergent and disinfectant wipes are available. | | | | |
| 4 | Spill kit is available (where service risk assessment identifies need to manage blood/body fluid spills). | | | | |
| 5 | Cytotoxic spill kit is available (where service risk assessment identifies need to manage cytotoxic contaminated blood/body fluid spills). | | | | |
| 6 | AS/NZS 23907:2023 compliant sharps containers are available where clinical procedures requiring sharps are undertaken. | | | | |
| 7 | General waste bags are available (minimum 5 in kit). | | | | |
| 8 | Clinical waste bags are available (minimum 3 in kit), where required. | | | | |

## 5. Temperature Sensitive Products and Environmental Conditions

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | Clinical and care supplies are not stored in areas exposed to excessive cold, heat or direct sunlight. | | | | |
| 2 | Products requiring specific storage conditions are managed according to manufacturer instructions. | | | | |
| 3 | Temperature-sensitive products are identified and managed according to manufacturer requirements. | | | | |
| 4 | Cool boxes/temperature-controlled containers are available where required. | | | | |
| 5 | Cool boxes/temperature-controlled containers are clean, intact and suitable for intended use. | | | | |
| 6 | Temperature monitoring devices are available where required. | | | | |
| 7 | Temperature-sensitive products have been removed from vehicles when not in use | | | | |

## 6. Waste and Sharps Management

| No. | Audit Criteria | C | PC | NC | N/A |
|---|---|---|---|---|---|
| 1 | Waste generated during care is managed according to jurisdiction and organisational requirements. | | | | |
| 2 | Waste storage area is separate from care and clinical supplies. | | | | |
| 3 | General waste is disposed of at the source and not carried in the vehicle. | | | | |
| 4 | Clinical waste transport containers are compliant with AS 3816:2018 | | | | |
| 5 | Waste (clinical/sharps/personal) has been removed from the vehicle as per organisational requirements | | | | |
| 6 | Sharps containers are compliant with AS/NZS 23907:2023 | | | | |
| 7 | Sharps containers are secure, upright, closed and protected during transport. | | | | |
| 8 | Sharps containers do not exceed the fill line | | | | |

## 9. Endorsement / Approval

| Version | Date | Addition/Amendments | Author | Review By |
|---|---|---|---|---|
| 1.0 | November 2026 | New Audit Tool | Carrie spinks, Irene Barron, ACIPC Aged Care Working Group | ACIPC Advancing Practice and Standards Committee |

## 10. Contact Information

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