



TOOLKIT 9 · OPEN DISCLOSURE · TOOL 5 OF 5

Open Disclosure — Record and Quarterly Audit

One line per disclosure. Quarterly: was every eligible incident disclosed, on time, with an apology, with follow-up?

Facility · quarter · audited by

Incident ref	Harm level	Disclosed ≤ 24 h	Led by (role)	Apology made	Letter A ≤ 3 days	Findings shared ≤ 45 days	Letter B sent	Patient offered Patient Voice	Notes
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
		☐		☐	☐	☐	☐	☐	
Eligible incidents this quarter: ____ Disclosed: ____ Within 24 h: ____ % Letter A on time: ____ % Findings shared on time: ____ %								Target: 100 % disclosed; ≥ 90 % on time	

ASF standards: Standard 4 — open disclosure (audit); Governance — reporting