Organisation name Site or unit		FORM Queue Log	
Document ID	ACC-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · ACC-FRM-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2B.2

1. Purpose

Records arrival, call and seen times for each patient in the registration, triage or appointment queue.

2. How to complete

- Record the number, arrival time, call time and seen time for each patient.
- Note any urgent patient moved out of order and why.
- Sign the sheet at the end of each shift.

3. Checks

Check	Entry
Arrival time recorded for each number	Yes [EC]
Call time recorded	Yes [EC]
Seen time recorded	Yes [EC]
Urgent moves out of order recorded with reason	Yes or N/A [EC]
Board updated in the set interval	Yes [EC]

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

6. References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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