Organisation name Site or unit		REGISTER Monthly Wait-Time Review	
Document ID	ACC-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · ACC-REG-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2B.2

1. Purpose

Monthly summary of waits for each step, with the actions taken for any service over target.

2. How to complete

- Calculate the median and the 90th percentile wait for each step from the queue log.
- Compare with the target.
- Record the action for any service over target for two months.

3. Record fields

Month	Service	Step	Median wait	90th percentile wait	Target	Action taken

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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