Organisation name Site or unit		FORM Staff Consultation Record	
Document ID	AI-FRM-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · AI-FRM-002 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2D.6

1. Purpose

Records the consultation with staff before an AI system is introduced, with concerns and responses.

2. How to complete

- Record the staff groups consulted and the date.
- Record each concern and the response.
- Record training needs and how they are met.

3. Record fields

Date	Staff group	Number attending	Concern raised	Response	Training need	Training date	Resolved (yes/no)

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. Form content to be agreed.

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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