Organisation name Site or unit		REGISTER Queue and escalation register	
Document ID	EDP-REG-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · EDP-REG-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 7.8

1. Purpose

Records each queued call, each review and each escalation to the duty manager.

2. How to complete

- Enter each queued call at once.
- Record each review.
- Record each escalation and its outcome.

3. Record fields

Call ID	Priority	Time queued	Reviews (times and changes)	Escalated at (time)	Duty manager	Outcome

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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