Organisation name Site or unit		FORM Accessibility Check Record (reception)	
Document ID	ENV-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

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

Supports: 2B.1

1. Purpose

Records the height and approach checks for the accessible reception point, with date and person.

2. How to complete

- Measure the working surface height and knee space.
- Walk the approach route with a wheelchair if possible.
- Record each measurement and the result (pass or action).
- Sign and date the record.

3. Checks

Check	Entry
Working surface height within the range set (EC)	Measurement recorded [EC]
Knee space at least the set minimum (EC)	Measurement recorded [EC]
Approach route clear and wide enough (EC)	Yes [EC]
Point open and staffed in opening hours (spot check)	Yes [EC]

Photograph taken and filed	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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Related standard

- Standard 2: Governance and Safety Culture