Organisation name Site or unit		FORM Signage Survey and Quarterly Check	
Document ID	ENV-FRM-005	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · ENV-FRM-005 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2B.8

1. Purpose

Quarterly survey of every required sign against the sign plan, with photographs of any problem.

2. How to complete

- Walk each area against the sign plan.
- Mark each sign present, missing, damaged or blocked.
- Photograph each problem.
- Record the action and the replacement date.

3. Record fields

Sign ID	Location	Sign type	Present (Y/N)	Condition	Photo ref	Action and date

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

Planned course: Facility signage. New course planned.

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**