

Leadership Environmental Review Record

Form | ENV-FRM-006

Document type	Form
Title	Leadership Environmental Review Record
Document ID	{{facility.code}}-ENV-FRM-006
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2C, criterion 2C.1
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the annual leadership review of environmental impact, with findings, actions and owners.

1. How to complete

- Enter the date, attendees and data sources.
- List each impact, its mitigation and its owner.
- Record decisions and the date of the next review.

2. Record

Date	Attendees	Impact area	Evidence (data source)	Mitigation	Action owner	Due date	Outcome at next review

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. Form content to match the agreed impact areas.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee