

Sustainability Communication Record

Register | ENV-REG-001

Document type	Register
Title	Sustainability Communication Record
Document ID	{{facility.code}}-ENV-REG-001
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.2
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 each communication of the sustainability goals to staff and patients, and the result of any check.

1. How to complete

- Record each briefing, notice change and idea received.
- Record the check result when staff are asked to name a goal.

2. Record

Date	Audience	Method	Goal covered	Check result (staff named a goal, yes/no)	Communicated by	Follow-up action

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 goals.

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