Organisation name Site or unit		FORM Policy Application Audit Form	
Document ID	GOV-FRM-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · GOV-FRM-002 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2A.3

1. Purpose

To check, in practice, how staff apply a sampled policy. Complete one form per policy.

2. How to complete

- Name the policy and its version.
- Ask at least two staff from different areas to explain how they apply it. Note their answers.
- Observe practice where possible and note what you see.
- Score each item Yes, Partly or No. Record the action for each No.

3. Checks

Check	Entry
Staff can describe the policy's main requirement in their own words	Yes [EC]
Policy is available where the work is done	Yes [EC]
Practice observed matches the policy	Yes [EC]
Records required by the policy are complete (sample of 5)	Yes [EC]

Policy is within its review date	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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