

Policy Application Audit Form

Form | GOV-FRM-002

Document type	Form
Title	Policy Application Audit Form
Document ID	{{facility.code}}-GOV-FRM-002
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 2A, criterion 2A.3
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

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

1. 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.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Staff can describe the policy's main requirement in their own words	Yes [EC]	☐	☐	☐	Action and who to tell
2	Policy is available where the work is done	Yes [EC]	☐	☐	☐	Action and who to tell
3	Practice observed matches the policy	Yes [EC]	☐	☐	☐	Action and who to tell
4	Records required by the policy are complete (sample of 5)	Yes [EC]	☐	☐	☐	Action and who to tell
5	Policy is within its review date	Yes [EC]	☐	☐	☐	Action and who to tell

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

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

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