Organisation name Site or unit		REGISTER Attendance Register (governance meetings)	
Document ID	GOV-REG-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · GOV-REG-004 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2A.10

1. Purpose

Records who attended each governance and quality meeting, including the patient or family representative.

2. How to complete

- Record each attendee at the start of the meeting, with role.
- Mark apologies and absences.
- Record the quorum where the terms require it.

3. Record fields

Meeting date	Meeting	Name	Role	Present / Apologies / Absent	Declared interests	Signature

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)

Download this document as PDF