Organisation name Site or unit		FORM Structured handover checklist	
Document ID	HND-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · HND-FRM-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 48.4

1. Purpose

Records each handover at a transfer of care: the current condition, the risks, the plan, the responsible person, and the confirmation by read-back.

2. How to complete

- Use the handover tool (HOS-SOP-004) for every transfer of care.
- Cover the condition, the risks, the plan and the responsible person.
- The receiving person reads back the key points and confirms them.

3. Checks

Check	Entry
Current condition given	Yes
Risks given (falls, pressure, medicines, other)	Yes
Plan given	Yes
Responsible person named	Yes
Read-back confirmed (yes or no)	Yes

4. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF