Organisation name Site or unit		FORM Handover record	
Document ID	HOS-FRM-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · HOS-FRM-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S1 (Hospital), criterion S1.4

1. Purpose

Records each handover between teams or shifts, the giver and the receiver.

2. How to complete

- Complete for every handover.
- Record both names and the time.
- Write any question asked and the answer.

3. Checks

Check	Entry
Structured tool used	Yes
Giver and receiver named	Yes
Time recorded	Yes
Receiver asked a question or confirmed the plan	Yes

4. Evidence

Reference	Note
E-007	WHO Nine patient safety solutions (2007).
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

No e-learning course is linked to this document yet.

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)
- World Health Organization (2007). Nine patient safety solutions, including correct patient identification. Geneva: WHO. **Open source** (E-007)

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Related standard

- Standard 63: Safe Handover