

|                                          |                      |                                                       |     |
|------------------------------------------|----------------------|-------------------------------------------------------|-----|
| <b>Organisation name</b><br>Site or unit |                      | <b>FORM</b><br><b>Public information check record</b> |     |
| <b>Document ID</b>                       | HOS-FRM-011          | <b>Version</b>                                        | 1.0 |
| <b>Status</b>                            | Blank form, to adapt | <b>Issue date</b>                                     |     |
| <b>Review date</b>                       |                      | <b>Replaces</b>                                       |     |
| <b>Owner</b>                             |                      | <b>Approved by</b>                                    |     |
| <b>Signature</b>                         |                      |                                                       |     |

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Form · HOS-FRM-011 · Version 1.0 · Approved by the ASF Expert Committee

**Supports:** System S1 (Hospital), criterion S1.19

## 1. Purpose

Records the check of the published name, address, phone, map and service list, against the registration documents.

## 2. How to complete

- Compare each detail with the registration documents.
- Check the map pin against the main entrance on the day.
- Check the service list against the services offered.

## 3. Checks

| Check                                      | Entry |
|--------------------------------------------|-------|
| Name, address and phone match registration | Yes   |
| Map pin leads to the main entrance         | Yes   |
| Every service offered is listed            | Yes   |
| No unlisted service is published           | Yes   |
|                                            |       |

|  |  |
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## 4. Evidence

| Reference | Note                                |
|-----------|-------------------------------------|
| E-009     | ASF Expert Committee consensus.     |
| 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)

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#### Related standard

- [Standard 45: Reception, Waiting and Health Information](#)