Organisation name Site or unit		REGISTER Handover tracking register	
Document ID	HUM-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 39** › **Registers and logs**

Register · HUM-REG-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 39.2

1. Purpose

Records each handed-over service, the agreement, and the continuity checks after handover.

2. How to complete

- Record each service handed over and the date.
- Record the agreement with the local system.
- Record each continuity check after handover.

3. Checks

Check	Entry
Service and date of handover	Yes
Local receiving body and agreement	Yes
Continuity check dates	Yes
Gap found and action	Yes

4. Evidence

Reference	Note
E-009	Based on the Sphere Handbook (2018) minimum standards, the IASC Six Core Principles relating to sexual exploitation and abuse (2019), and the WHO Global Patient Safety Action Plan 2021–2030.
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)

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