| Organisation name<br>Site or unit | | REGISTER<br>Staff incident register | |
|---|---|---|---|
| **Document ID** | HUM-REG-002 | **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-002 · Version 1.0 · Approved by the ASF Expert Committee

**Supports: 39.5**

## 1. Purpose

Records each incident affecting staff, the support given, and the review.

## 2. How to complete

- Record each incident when it happens.
- Record the support given.
- Record the review and any change to the plan.

## 3. Checks

| Check | Entry |
|---|---|
| Incident date, type and location | Yes |
| Staff member affected (role) | Yes |
| Support given | Yes |
| Review and change to plan | 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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