Organisation name Site or unit		REGISTER Incident Action Tracker	
Document ID	INC-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 2A** › **Registers and logs**

Register · INC-REG-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2A.6

1. Purpose

The log of every action from a serious incident review, showing owner, due date and status until closed.

2. How to complete

- Add each action when the review is approved.
- Update the status monthly.
- Close an action only when its measure of success is shown; record the evidence.

3. Record fields

Action ID	Incident reference	Action	Owner	Due date	Status	Measure of success	Evidence of closure

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

6. References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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