

Incident Action Tracker

Register | INC-REG-001

Document type	Register
Title	Incident Action Tracker
Document ID	{{facility.code}}-INC-REG-001
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2A, criterion 2A.6
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

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

1. 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.

2. Record

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

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee