Organisation name Site or unit		FORM Travel document issued record	
Document ID	MTR-FRM-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · MTR-FRM-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 24.6

1. Purpose

Records each travel document issued to a patient, the destination, and the date it was issued.

2. How to complete

- Record the destination and each document needed.
- Record the date each document was issued.
- Record any fitness letter and the clinician who signed it.

3. Checks

Check	Entry
Patient (ID) and destination	Yes
Documents needed (list)	Yes
Issued (date)	Yes
Fitness letter (issued by clinician)	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Patient Safety Curriculum Guide (2011) and the NICE guidance on venous thromboembolic diseases (NG158, 2020).
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)

Download this document as PDF