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

Standards › **Standard 24** › **Registers and logs**

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

Supports: 24.4

1. Purpose

Records the travel, accommodation and transport home arranged for each international patient.

2. How to complete

- Record each arrangement with its date.
- Record who arranged it.
- Confirm transport home before discharge.

3. Checks

Check	Entry
Patient (ID) and travel date	Yes
Accommodation arranged (yes or no)	Yes
Transport home confirmed (date)	Yes
Arranged by	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)

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