Organisation name Site or unit		REGISTER Qualification register for sight testing, dispensing and hearing aid fitting	
Document ID	OPT-REG-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 15** › **Registers and logs**

Register · OPT-REG-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 15.2

1. Purpose

Records each person's qualification for each task they carry out, and its currency.

2. How to complete

- Record one line per task per person.
- Verify each qualification.
- Check each one is current.

3. Record fields

Staff member	Task (sight testing, dispensing, hearing aid fitting)	Qualification	Verified (date)	Expiry	Supervised until (date) or independent

4. Evidence

Reference	Note
E-009	Based on the WHO World report on vision (2019) and the WHO World report on hearing (2021).
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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