Organisation name Site or unit		REGISTER Dispensing error and near-miss log	
Document ID	PHA-REG-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 17** › **Registers and logs**

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

Supports: 17.4

1. Purpose

Records each dispensing error and near miss, its review and the change made to practice.

2. How to complete

- Record every error and near miss on the day it is found.
- Record the review and the change made.
- Check the change at the next review.

3. Checks

Check	Entry
Date and type (dispensing error, near miss)	Yes
Stage where found	Yes
Harm level	Yes
Review date and reviewer	Yes
Change made to practice	Yes
Check of the change (date, result)	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Medication Without Harm guidance (2017) and the WHO Good storage and distribution practices (2010).
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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