Organisation name Site or unit		FORM Shared record access check	
Document ID	PHC-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · PHC-FRM-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S3 (Primary care practice), criterion S3.3

1. Purpose

Records the yearly check that every staff member with access to the shared record is current and needs it.

2. How to complete

- Compare the access list with the current staff list.
- Remove leavers and change roles at once.
- Sign the check.

3. Checks

Check	Entry
Every user is current staff	Yes
Access matches the role	Yes
Leavers removed	Yes
Check signed	Yes

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.
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

No e-learning course is linked to this document yet.

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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- Standard 59: Outpatient Medical Specialties