Organisation name Site or unit		FORM Transfer plan	
Document ID	PTR-FRM-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · PTR-FRM-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.1, S6.2, S6.4, S6.6

1. Purpose

The written plan for one transfer, with the responsible party, handover points, timings, crew, escort, equipment and contingency.

2. How to complete

- Complete before the transfer is accepted.
- Fill each segment in order.
- Attach the care-level classification (PTR-SOP-002).

3. Checks

Check	Entry
Responsible party named for each segment	Yes
Handover point for each change of segment	Yes
Route or flight and timings	Yes
Crew, escort and equipment named	Yes
Failure plan and alternative escort	Yes

Care level recorded	Yes
Plan approved by and date	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)

Download this document as PDF

Related standard

- **Standard 7: Emergency Dispatch**