Organisation name Site or unit		FORM Post-incident debrief record	
Document ID	PTR-FRM-007	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · PTR-FRM-007 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.45

1. Purpose

Records the structured debrief after each significant incident in transfer, and the actions and their owners.

2. How to complete

- Hold the debrief within 72 hours of a significant incident.
- Record what happened, what went well and what to change.
- Assign each action an owner and a date, and check it is done.

3. Checks

Check	Entry
Incident reference	Yes
Debrief date and attendees	Yes
What happened	Yes
What went well	Yes
Actions with owner and date	Yes

Actions checked as done	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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Related standard

- **Standard 7: Emergency Dispatch**