Organisation name Site or unit		FORM Mandatory Records List	
Document ID	REC-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

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

Supports: 2A.6

1. Purpose

The list of entries every patient record must contain, used by the audit.

2. How to complete

- Complete one form per patient, per area or per period, as the purpose states.
- Tick Yes, No or N/A. Any No is actioned at once and reported to the person named in the procedure.

3. Checks

Item to check	Standard reference
Patient identity (two identifiers)	Present [E-007]
Allergies and alerts	Present [EC]
Diagnosis and care plan	Present [EC]
Consent (where required)	Present [EC]
Medicines given, with time and person	Present [EC]
Discharge or transfer summary	Present [EC]

4. Evidence

Reference	Note
E-007	WHO Patient Safety Solutions series (2007).
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	—	First approved version	Approved by the ASF Expert Committee

6. References

- World Health Organization (2007). Nine patient safety solutions, including correct patient identification. Geneva: WHO. **Open source** (E-007)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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