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

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

Supports: 2A.6

1. Purpose

To audit a random sample of 10 records each quarter against the mandatory list.

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
Record sampled (anonymised ID)	Recorded [EC]
Each mandatory entry present (count of 6)	Recorded [EC]
Each entry legible and signed	Yes / No [EC]
Privacy: no names visible outside the record	Yes / No [EC]
Gaps and action	Recorded [EC]

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. Sample size of 10 is an EC decision.

5. Change history

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

6. References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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