Organisation name Site or unit		FORM Specimen labelling and collection record	
Document ID	SPC-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

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

Supports: 19.1

1. Purpose

Records each specimen as labelled at the point of collection, in front of the patient, with the date, time and collector.

2. How to complete

- Label the specimen in front of the patient.
- Write the date, time and the collector's identity on the label.
- Attach the request form and check the labels match.

3. Checks

Check	Entry
Patient identifiers checked (two identifiers)	Yes
Label written in front of the patient (yes or no)	Yes
Date and time of collection	Yes
Collector's identity	Yes
Request form matched to labels	Yes

4. Evidence

Reference	Note
E-009	Based on ISO 15189:2022 (pre-examination processes) and the WHO Patient Safety Curriculum Guide (2011).
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

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