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

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

Supports: 19.2

1. Purpose

Records the audit of collections against the written procedure: container, timing and preservation.

2. How to complete

- Select the collections to audit.
- Check each against the procedure for its specimen type.
- Record each departure and the action taken.

3. Checks

Check	Entry
Specimen type	Yes
Container correct (yes or no)	Yes
Timing correct (yes or no)	Yes
Preservation correct (yes or no)	Yes
Departure and action taken	Yes
Audited by and date	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)

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