Organisation name Site or unit		REGISTER Specimen dispatch and arrival register	
Document ID	SPC-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 19** › **Registers and logs**

Register · SPC-REG-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 19.4

1. Purpose

Records the time each specimen leaves the collection point and arrives at the laboratory, and its temperature.

2. How to complete

- Record the time each specimen is dispatched.
- Record the transport temperature where the specimen type needs one.
- Record the arrival time at the laboratory.

3. Checks

Check	Entry
Specimen and type	Yes
Dispatch time	Yes
Transport temperature (where required)	Yes
Arrival time at laboratory	Yes
Within the set time (yes or no)	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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