Organisation name Site or unit		REGISTER Specimen rejection log	
Document ID	SPC-REG-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · SPC-REG-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 19.5

1. Purpose

Records each specimen that is rejected, the reason, and that the requester was told.

2. How to complete

- Reject any specimen that is mislabelled, leaking or delayed.
- Record the reason for the rejection.
- Record that the requester was told, and how.

3. Checks

Check	Entry
Date and specimen	Yes
Reason (mislabelled, leaking, delayed, other)	Yes
Requester told (date, how)	Yes
Recaptured or recollected (yes or no)	Yes
Recorded by	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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