Organisation name Site or unit		REGISTER Specimen tracking register	
Document ID	SPC-REG-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · SPC-REG-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 19.7

1. Purpose

Tracks each specimen to the laboratory and its result back to the requester, with follow-up of any missing result.

2. How to complete

- Record each specimen when it is sent.
- Check that it arrived, and that its result came back.
- Follow up any missing result at once.

3. Checks

Check	Entry
Specimen and date sent	Yes
Arrival confirmed (date)	Yes
Result returned to requester (date)	Yes
Missing result and follow-up	Yes
Checked 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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