Organisation name Site or unit		FORM Event equipment and staff check record	
Document ID	SPM-FRM-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · SPM-FRM-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 20.5

1. Purpose

Records the equipment and trained staff on site for each sports event, checked before the start.

2. How to complete

- Check the AED and emergency equipment on site.
- Check the trained staff present, by name.
- Record any gap and the action taken before the start.

3. Checks

Check	Entry
Event and venue	Yes
AED and emergency equipment on site (yes or no)	Yes
Trained staff present (names)	Yes
Gap and action before start	Yes
Checked by and time	Yes

4. Evidence

Reference	Note
E-009	Based on the BJSM consensus on return to sport (2016) and the McCrory consensus statement on concussion in sport (2023).
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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