

Surgical safety checklist record

Form | SRG-FRM-001

Document type	Form
Title	Surgical safety checklist record
Document ID	{{facility.code}}-SRG-FRM-001
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2 (Operating Theatre and Surgical Safety), criterion 2.1
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The WHO surgical safety checklist for one procedure, completed aloud at sign-in, time-out and sign-out.

1. How to complete

- Complete at each of the three pauses.
- Record each item as read aloud.
- Sign by the surgeon, anaesthetist and nurse.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Sign in: identity, site marked, allergies, equipment and anaesthesia safety checked	Yes	☐	☐	☐	Action and who to tell
2	Time-out: patient, procedure, site, antibiotics, critical events and imaging confirmed aloud	Yes	☐	☐	☐	Action and who to tell
3	Sign out: instrument, swab and sharps counts read aloud	Yes	☐	☐	☐	Action and who to tell
4	Specimens labelled and read back	Yes or N/A	☐	☐	☐	Action and who to tell
5	Surgeon, anaesthetist and nurse signatures	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the WHO Surgical Safety Checklist (2009).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval