Organisation name Site or unit		REGISTER Emergency entrance open-hours and clear-access check register	
Document ID	WAY-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

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

Supports: 44.2

1. Purpose

Records each check that the emergency entrance is open, marked and that the ambulance bay is clear.

2. How to complete

- Check the entrance and the ambulance bay on the set schedule.
- Record the open and clear status.
- Record any obstruction and its clearance.

3. Checks

Check	Entry
Check date, time and person	Yes
Entrance open (yes or no)	Yes
Ambulance bay clear (yes or no)	Yes
Obstruction and clearance time	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Global Patient Safety Action Plan 2021–2030 for communication and patient access, the WHO Emergency Care Systems framework for emergency access, and the ASF Hospital standard for facility access.
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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