Organisation name Site or unit		FORM Competency assessment form by role	
Document ID	WRK-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · WRK-FRM-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.1

1. Purpose

Records the annual competency assessment of one staff member against the job description for their role.

2. How to complete

- Complete one form per staff member per assessment.
- Mark each competency as met, partly met or not met, and note the evidence.
- Agree one action, owner and date for each gap.
- Both the staff member and the assessor sign.

3. Checks

Check	Entry
Competencies from the job description reviewed	Job description, current version
Evidence seen for each competency	Observation or case record
Gaps recorded with an action, owner and date	Each gap has all three
Re-assessment date set for each gap	Date within the agreed action period

Assessor trained in the method	Training record
Signed by staff member and assessor	Both signatures

4. Evidence

Reference	Note
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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