| Organisation name<br>Site or unit | | REGISTER<br>Training matrix register | |
|---|---|---|---|
| **Document ID** | WRK-REG-001 | **Version** | 1.0 |
| **Status** | Blank form, to adapt | **Issue date** | |
| **Review date** | | **Replaces** | |
| **Owner** | | **Approved by** | |
| **Signature** | | | |



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

**Supports:** 2E.1, 2E.2

## 1. Purpose

One line per staff member and required course. Kept up to date to show the training each role has completed.

## 2. How to complete

- Add a line for each required course for each staff member.
- Enter the completion date and the expiry date.
- Review the register each quarter with the line manager.

## 3. Record fields

| Staff member | Role | Required course | Due by | Completed | Expires | Status |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## 4. Evidence

| Reference | Note |
|---|---|
| E-009 | ASF Expert Committee consensus. |
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| | |
| | |

## 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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