Organisation name Site or unit		REGISTER Rota and working hours log	
Document ID	WRK-REG-004	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · WRK-REG-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.9

1. Purpose

One line per shift and excess. Kept to show that hours and rest were within limits, or why they were not.

2. How to complete

- Enter the hours and rest for every shift in the rota.
- Record every excess on the day it is known, with the reason.
- Review each week.

3. Record fields

Week	Staff ID	Role	Hours worked	Rest before next shift	Within limit (yes or no)	Excess reason and decision

4. Evidence

Reference	Note
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

No e-learning course is linked to this document yet.

Planned course: New course planned.

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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