Organisation name Site or unit		FORM Waiting time review record	
Document ID	WTG-FRM-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

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

Supports: 45.1

1. Purpose

Records the monthly comparison of waiting times with the target for each service, and what was shared.

2. How to complete

- Take the waits for the month from the waiting time register.
- Compare the average wait and the share of waits over the target.
- Record the cause of each wait over the target and the action taken.
- Record the date the result was shared with patients and staff.

3. Checks

Check	Entry
Service and month	Yes
Average wait and target	Yes
Share of waits over target	Yes
Cause and action for waits over target	Yes

Date shared with patients and staff	Yes

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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