Standard operating procedure (SOP) · ENV-SOP-005 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.3

At a glance

- Report progress on each sustainability goal to governance every quarter.
- Use ENV-FRM-003 for the report.
- Governance must discuss the report and record the decision.
- Keep the last four quarterly reports on file.
- Stop and get help straight away if: a quarter passes without a report, or the report is received without discussion.

1. Purpose

To make sure progress against the sustainability goals is seen, discussed and acted on by the governing body on a set schedule [EC].

2. Scope

Applies to	Facilities manager, governing body secretary, chief executive
Locations	Governing body meetings at the facility
When	Every quarter
Does not apply to	Clinical quality reporting, which follows the quality plan (GOV-PLN-002)

3. Definitions

Term	Meaning
Governance	The board or governing body that sets institutional priorities
Decision record	The minute showing what governance decided because of the report

4. Background

Goals that governance never sees are easily dropped. Criterion 2C.3 needs a regular report, real discussion and a recorded decision.

5. Responsibilities

Role	Responsibility	Competence
Facilities manager	Prepares the report each quarter	Facilities management
Chief executive	Presents the report and proposes decisions	Executive leadership
Governing body secretary	Records the discussion in the minutes (GOV-FRM-003)	Governance administration

6. Materials and equipment

Item	Requirement	Condition
Quarterly progress report (ENV-FRM-003)	Current	Ready 5 working days before the meeting

7. Safety

- Report figures accurately. Do not present a target as achieved without data.

8. Before you start

- Collect the quarter data from ENV-FRM-008 and the other records.

9. Procedure

Step 1. Prepare the report.

- Complete ENV-FRM-003 for each goal: baseline, target, current value, trend and actions.
- Check the figures against the source records.

Key point: Governance decides on what it is shown. Accuracy matters.

Step 2. Present to governance.

- Present the report at the next governance meeting.
- Ask governance to review the progress and to say whether the goals should change.

Key point: The question to governance must be a decision, not “for information”.

Step 3. Record the decision.

- The secretary records the discussion and any decision in the minutes (GOV-FRM-003).
- Record the actions and owners.

Key point: The minute is the evidence that governance acted.

Step 4. Follow up.

- Track each governance action to closure in the programme.
- Report the status of decisions at the next quarter.

Key point: Follow-up closes the loop.

10. Decision points

- If a goal is off track for two quarters, governance decides whether to change the action, the target or the resources.

11. Special situations

Situation	Action
Governance meeting missed	Send the report in writing and ask for it to be taken at the next meeting.

12. Escalation

- If a goal is significantly off track, the chief executive informs governance between meetings.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Quarterly reports sent on time	100%	Quarterly	Facilities manager	Escalate to chief executive
Reports with minuted discussion	100%	Quarterly	Governing body secretary	Remind governance
Last four quarters on file	Yes	Yearly	Chief executive	Correct within 30 days

14. Records

Record	Kept in	Retention
ENV-FRM-003 Quarterly Progress Report	Governance file	the period set by the facility’s records policy years
GOV-FRM-003 Minutes (extract)	Governance file	the period set by the facility’s records policy years

15. Training

- Governing body members are briefed on the reports at appointment (EC).

16. Related documents

ID	Title	Use
ENV-FRM-003	Sustainability Progress Report	Used in step 1
GOV-FRM-003	Governing Body Minutes Template	Used in step 3
GOV-PLN-002	Quality Improvement Plan	Related reporting

17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. Quarter schedule set by the ASF Expert Committee with governance.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

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

Planned course: Reporting sustainability progress to governance. New course planned.

References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- **Standard 2: Governance and Safety Culture**

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