Organisation name Site or unit		FORM **First 100 days check-in record**	
Document ID	HC-FRM-011	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › Standard 29 › Forms

Form · HC-FRM-011 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 29.33

1. Purpose

Records each check-in with a new caregiver in the first 100 days, and any schedule or support change.

2. How to complete

- Record each check-in date.
- Record the support given and any schedule change.
- Record the reason for any leaving.

3. Checks

Check	Entry
Caregiver ID and start date	Yes
Check-in dates (week 1, month 1, day 100)	Yes
Support given and schedule change	Yes
Reason for leaving (if left)	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	—	Initial release	Approved by the ASF Expert Committee

6. References

Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 29. (E-009)

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