Organisation name Site or unit		FORM **Dispensing check record**	
Document ID	HOS-FRM-009	**Version**	1.0
Status		**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › System S1 (Hospital) › Forms

Form · HOS-FRM-009 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S1 (Hospital), criterion S1.15

1. Purpose

Records the check of each dispensed item against the prescription.

2. How to complete

- Check each item before it leaves the pharmacy.
- Sign for the check.
- Record any error on the error log.

3. Checks

Check	Entry
Item matches prescription	Yes
Dose and patient checked	Yes
Checked by a pharmacist	Yes

Error recorded (or none)	Yes

4. Evidence

Reference	Note
E-007	WHO Nine patient safety solutions (2007).
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

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

6. References

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

Accréditation Sans Frontières (2026). ASF Expert Committee consensus on System S1 (Hospital). (E-009)

World Health Organization (2007). Nine patient safety solutions, including correct patient identification. Geneva: WHO. Open source (E-007)

Related standard

Standard 17: Pharmacy