

Evidence Binder Index

Blank printable index. One row per document. Standard IDs come from your facility's own licensed copy.

How to use

Print this sheet (A4 landscape) and keep it at the front of the binder, or use the Excel version if you would rather calculate the review dates.

One row per document: standard ID, type, title, number, version, approval date, review date, where it is, who owns it, and the date it was last checked for the survey.

Write the location so a stranger can find it without asking: full path, or binder letter and shelf. Never write a patient name anywhere on this sheet.

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[illegible]

Standard ID	Evidence type	Document title	Document no.	Ver.	Approval date	Next review date	Location (path, binder, shelf)	Owner (name and job title)	Checked on

If a document has no standard ID yet, leave the cell blank and add the ID when you can. Never paste standard text into this index.