

**Document Inventory Log**

Clinical Trials

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| **Document Reference ID:** | Noclor/Spon/T07/01 |
| **Effective Date:** | 1st March 2016 |

**Version History**

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| --- | --- | --- |
| Template ID | Version, Effective Date | Reason for Change |
| Noclor Template\_07 | 23/03/2015 |  |
| Noclor/Spon/T07/01 | Version 1, 01/03/2016 | New numbering system adopted for Noclor SOPs and associated documents (applicable to all Noclor partner NHS Trusts). This template has been assigned first version. |

**Scope of Use**

This Document Inventory Log template should be used in clinical trials sponsored by a Noclor NHS Partner Trust to record all versions of study documents (current, superseded/obsolete) in accordance with SOPs Noclor/Spon/S04/01 and Noclor/Spon/S07/01.

**Specific Instructions for use**

The trial specific short title and EudraCT reference (for CTIMPs) or IRAS reference (for non-CTIMPs) should be inserted in the header of all pages of this log. The table header row should be inserted at the top of each new page. Page numbers should be inserted (page x of y format) in the footer of every page. Date documented printed (where copy placed on file) should appear in footer.

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**DOCUMENT INVENTORY LOG**

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| --- | --- | --- | --- |
| **Trial Title** |  | | |
| **Chief Investigator:** |  | | |
| **EudraCT No (for CTIMPs):** |  | **IRAS Ref:** |  |
| **Sponsor Protocol Ref:** |  | **Sponsor:** |  |

All study documents used for the management of a clinical trial should be documented on this document inventory log (include all approved study documents (as relates to amendment log), CRFs, questionnaires, logs, forms, SOPs etc).

Documents should be referenced with a document reference (alphanumerical code system unique to trial) to facilitate document management and version control by trial co-ordinating team and participating sites. The origination of all documents should be included i.e in-house or named party such as sponsor or other third party (where the document has originated from sponsor or other parties the document reference and version should be included for audit trail purposes).

Where amended versions of documents are created the details should be added to the table (insert new row under version of document that is being superseded) and add details of date superseded. If a document becomes obsolete during the trial add date document no longer in use (date obsolete). This document inventory should be maintained by the CI/ trial manager (filed in TMF) and any updates sent to sites for filing in the ISF.

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| **Document Reference** | **Document Title** | **Version/Date** | **Description/**  **Purpose** | **Origination** | **Document Used By (check box as appropriate):** | | **Date Document**  **(day/month/year):** | |
| **Trial Office** | **Participating sites** | **Superseded** | **Obsolete** |
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