

## Standard Operation Procedures Read Log

Name:	Role:
Sponsor Reference Number:	Study Title:

Researchers must read all UoL Standard Operating procedures (SOPs) that are relevant to the studies undertaken. A full list of all available Standard Operating Procedures is available on the College of Medicine, Biological Sciences and Psychology Website.

The Documents **listed in bold are ESSENTIAL** reading for all members of the Research team if relevant for their job role. They must be read either prior to or at Study Initiation or within 1 month of the researcher/team members joining the study. Review of all SOPs should be undertaken on a yearly basis or when made aware by the Sponsor that new documentation has been issued.

### Investigator Specific

Document	Document Title	Document Version	Document Date	Staff Signature	Date Read
S-1010 UoL	Chief Investigator Responsibilities for Research Sponsored by UoL	V5	Nov 2016		

### Research Team Specific

Document	Document Title	Document Version	Document date	Staff Signature	Date Read
S-1021 UoL	Informed consent for Research	V3	Oct 2016		
S-1009 UoL	Processing and Reporting of Serious Adverse Events, Serious Adverse Reactions and Suspected Unexpected Serious Adverse Reactions	V5	Nov 2016		
S-1014 UoL	Development Safety Update Report for Clinical Trials of Investigational Medicinal Products	V4	Nov 2016		
S-1020 UoL	Training for Staff Engaged in Research	V3	Oct 2016		
S-1015 UoL	Creating and Maintaining a Trial Master File(TMf)/ISF	V5	Nov 2016		
S-1016 UoL	Procedure in Event of Non Compliance in Clinical Research	V3	Oct 2016		

S-1018 UoL	Process for Approval of Amendments or Additions to Documents for Studies Already Sponsored by UoL	V3	Oct 2016		
S-1022 UoL	Process for Submission of Annual Reports	V3	Oct 2016		
S-1012 UoL	Management and Production of Corrective and Preventative Action Plan (CAPA)	V3	Nov 2016		
S-1013 UoL	Identifying and Reporting Deviations and Serious Breaches of GCP	V4	Oct 2016		

**Study Specific Instructions/SOPs**

Document	Document Title	Document Version	Document Date	Staff Signature	Date Read