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R&D Inventory Checklist

Study Identification (Record as much information as possible)

Study Name		
R&D Reference No.		
IRAS No.		
REC or EudraCT No.		
List of box contents		
Evidence to Archive and reter	ntion period from Sponsor	

One study only per archive box unless the sponsor is the same then multiple studies may be archived in the same box

To be completed by the Research Delivery Team or record holder and placed in the archive box

(One inventory for each box) for Quality Control check by R&D

Standard Operating Procedure for: R&D Archiving Inventory R&D SOP Number: SOP 900 App 3

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