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| Form number | **51.024A** | Version  | **5.0** |
| Title | **Essential Documents for Archiving – Archiving Checklist (for CTIMPs)** |

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| **Please complete and send to the research Information Officer to confirm TMF documentation is ready to be archived** |

**Clinical Trial Information**

|  |  |
| --- | --- |
| **Clinical Trial Title:** |  |
| **R&I Reference Number:** |  |
| **Chief Investigator:** |  |
| **Sponsor:** |  |
| **Section(s) of the TMF ready to be archived** | TMF Section(s)……. |
| **Notes / Comments:** |  |

|  |  |  |
| --- | --- | --- |
| **Individual Responsible for Archiving confirms that:** | **Name of Individual Responsible for Archiving:** | **Date:** |
| All documents are present as per corresponding section of TMF index (Form 51.016A) |  |  |
| QC was completed as per Form 51.016K and Guideline 51.016A |  |  |
| The section(s)…….of the TMF are ready to be archived as per SOP 51.016, SOP 51.024 and all associated forms |  |  |

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