Quality Control Document:

Site Visit Log

# Purpose

This document provides a site visit log template that can be used to document site visits made by a sponsor’s representative(s) e.g. a visit to perform a compliance review. Its use is optional. This template may also be adapted to capture the details of study/trial-related site visits made by other collaborators or vendors.

# Instructions

1. Remove this first instruction page.
2. Update the document’s footer, retaining the reference to this quality control document (QCD).
3. Enter the name of the site and principal investigator in the site visit log.
4. Record each site visit on a separate row of the log, capturing: the date of the visit; reason for the visit; names and signatures of the sponsor’s representative(s) and the person at the site who is hosting the visit.
5. File this log, along with all related correspondence in the relevant study/trial master file and site file as applicable. It is recommended that the original version of this log is filed in the site file unless otherwise instructed by the sponsor.

# Related documents

* UoB-CPR-SOP-001 Compliance Review
* UoB-CPR-QCD-001 Finding Classification Grid

Access to the full UoB QMS for clinical research is available via the [CRCT website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx).

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| Site: |  | Principal Investigator: |  |

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| Date of Visit (dd-mon-yyyy) | Reason for Visit | Sponsor Representative: | | Site Personnel: | |
| Name | Signature | Name | Signature |
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