Quality Control Document:

Receipt and Storage Record

# Purpose:

This document contains a template which can be used to create a receipt and storage record in order to document purchased food and nutritional components upon arrival.

# Instructions:

1. Remove this first instruction page.
2. Update footer; keeping reference information to this Quality Control Document (QCD).
3. Amend table to suit receipt and storage record requirements for the project e.g., arrival time and time to storage may also be added.
4. The person responsible for receiving and storing the incoming products will complete the record.
5. File completed versions of this record and all related correspondence in the relevant study/trial master file and site/lab file as applicable.

# Related documents:

* UoB-FNC-QCD-002 Accountability Log
* UoB-FNC-SOP-001 Food and Nutritional Components

Note the UoB QMS documents can be found on the [Clinical Research Compliance Team website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx). The RGT can be contacted via researchgovernance@contacts.bham.ac.uk and the CRCT can be contacted via crct@contacts.bham.ac.uk for a copy of their internal Work Instructions.

|  |  |
| --- | --- |
| Product name (and code): |  |
| Manufacturer of product: |  |
| Arrival date (dd-mmm-yyyy): |  |
| Quantity received:Expecting vs. received |  |
| Batch number: |  |
| Received and stored by: |  |
| Expiry date (dd-mmm-yyyy): |  |
| Storage location: |  |
| Temperature of storage: |  |

### Special instructions for storage: