Quality Control Document:

Accountability Log

# Purpose:

This document contains a template which can be used to create an accountability log in order to maintain an appropriate inventory of the food and/or nutritional components used during the project.

# Instructions:

1. Remove this first instruction page.
2. Update footer; keeping reference information to this Quality Control Document (QCD).
3. Amend accountability log template to suit requirements for the project.
4. Insert the project name, principle investigator, site and the product name.
5. The person(s) responsible for receipting or dispensing the product completes the table, as well as the person(s) responsible for performing checks, and returns and destructions of the product.
6. 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-001 Receipt and Storage Record
* 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Project: |  | Principal Investigator: |  |
| Site: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Action** | <Insert product name> | **To be completed for dispensed items** | **Please complete this section for all actions** |
| **Quantity** | **Batch number(s)** | **Expiry Date(s)** | **Trial Number** | **Dose** | **Balance** | **Dispensed/ Receipted by (initials)** | **Checked by (initials)** | **Returned** | **Destroyed** |
| **Quantity** | **Initials + Date** | **Date** | **Initials** |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  Receipt[ ]  Dispense |  |  |  |  |  |  |  |  |  |  |  |  |

## Comments: