Close Out Visit Actions Log

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| **Study Details** | |
| Study Name |  |
| Type of Study |  |
| Site Name |  |
| Date of Close Out Visit |  |

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| **Visit Action Points** | | | **Action Completed?** | | | |
| **Action** | | **Responsible Person** | **Yes  🗸** | **Completed by:**  *Print name* | **Date**  *DD/MMM/YYYY* | **Evidence** |
| **1.** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
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| **3.** |  |  |  |  |  |  |
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| **4.** |  |  |  |  |  |  |
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| **5.** |  |  |  |  |  |  |
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| **6.** |  |  |  |  |  |  |
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| **7.** |  |  |  |  |  |  |
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| **8.** |  |  |  |  |  |  |
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| **9.** |  |  |  |  |  |  |
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| **10.** |  |  |  |  |  |  |

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| **Principal Investigator Statement – *to be completed when all action items have been resolved*** |
| I confirm that all site close out actions have been completed as outlined above and all essential documentation is complete and present in the Investigator Site File, which is now ready for archiving.  Name:  Signature:  Date: |