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| Deviation Log Reconciliation |
| **Short Study Title:** |  |
| **Chief Investigator:** |  |
| **Study Identifier:****(IRAS, EudraCT, ISRCTN Ref)** |  |
| **Dates of Logs Receipted****(Range DD/MMM/YY – DD/MMM/YY)** |  |
| **Date of Spot Check:** |  |
| **Sign on Completion:** **(Quality Assurance Administrator)** |  |

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| **Comment** |
| **Paper Deviation Log(s) Filed in Trial Master File (TMF)/Sponsor File?** | **[ ]** No **[ ]** Yes If ‘No’, Quality Assurance (QA) Coordinator advised;**[ ]** Yes Date: |
| **Paper Deviation Logs Reconcile with QA Deviation Log Assessment Tracker** **(on ACCORD SharePoint)?** | **[ ]** No **[ ]** Yes If ‘No’, list details of deviation logs missing from TMF/Sponsor File (or ACCORD SharePoint) below.QA Coordinator advised;**[ ]** Yes Date: |
| **Missing Deviation Logs File in TMF/Sponsor File (or data added to ACCORD SharePoint)** | **[ ]** Yes Date: |
| **Clinical Trials Monitor Informed Reconciliation Complete?** | **[ ]** Yes Date: |

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| **Location Name/Number** | **Date on Deviation Log****(Quarter/Year)** | **Comment****(e.g. TMF/Sponsor File/SharePoint)** |
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