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| --- | --- |
| ectu logo no script | <<PROJECTNAME>>  Database Lock Log |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requestor Name and Role** | **Lock or Unlock** | **Comments** | **Action Carried Out By (Name and Role)** | **Date and Time**  **(**DD MMM YYYY HH:MM) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Sign each time the project database is locked or unlocked (and print if required)

|  |  |
| --- | --- |
| Signature |  |
| Date of Signature | DD MMM YYYY |