REDCap Study Database Lock Log

**<<Study Name/Acronym>>**

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| 1. **Purpose of Document** |
| This log is used to record each study database lock requested and completed for the **STUDY NAME/ACRONYM** trial.  The procedure for completing a study database lock is detailed in ECTU Central Office SOP ECTU\_REDCap\_07 Study Database Lock |

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| 1. **Study Details** | |
| **Chief Investigator** |  |
| **Sponsor** |  |
| **Trial Manager** |  |
| **Trial Statistician** |  |
| **Data Manager/Assistant Data Manager (REDCap Developer)** |  |
| **Please specify who is authorised to request a study database lock/unlock** |  |

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| 1. **Lock Request Details** | |
| **Date of Request** | DD/MMM/YYYY |
| **LIVE Database Name** | Specify the database the lock request is for |
| **Type of Lock Requested** | Full Database Lock  Partial Database Lock  Database Re-lock after Unlock |
| **If Partial Database Lock, please specify sections/instruments to be locked and/or record to be locked** |  |
| **If Database Re-Lock after Unlock, please specify details** | Please refer to REDCap Study Database Unlock Log DD/MM/YYYY which details the sections that were unlocked. The sections specified in this document have been relocked. |
| **Reason for Lock** |  |

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| 1. **Lock Confirmation and Notification** | |
| **Date Lock Completed** | DD/MM/YYYY |
| **Completed By (Name and Designation)** |  |
| **Signature** |  |
| **Lock Verified By (Name and Designation)** |  |
| **Signature** |  |
| **Notification Sent To** |  |
| **Date of Notification** | DD/MM/YYYY |

**If an unlock is required after the lock detailed above, please complete details on RC014 REDCap Study Database Unlock Log**

<<<<<<<<For template control only. Remove this page from study specific version>>>>>>>

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| **Template Revision History** | | | |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions** |
| 1.0 |  | Lynsey Milne (Data Manager) | * Initial creation * Template version set at 1.0 |