

Task Description	Record each time the task is performed				Office Use Only
	Job Title/Role within Trial	Description of Activity	Date	Time in Minutes	
Section 20 - Procedures for Closure of the Study					
20.1 Inform national authorities of study closure e.g. ethics committees / competent authorities:					
20.2 Inform local authorities on the closure of the study (i.e. hospital board and local authorities, etc.)					
20.3 Review trial documents prior to archiving					
20.4 Collect study specific documentation and materials from various wards / department					
20.5 Pack and label study materials for archiving					

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20.6 Organize drug return and drug destruction and other trial supplies as appropriate					
20.7 Organize final shipment of study specific samples					
20.8 Other tasks					