# DATABASE LOCK CHECKLIST FORM

**< Name of Study>**

**<Name of Site>**

Following tasks are to be performed and checked for database lock of the above mentioned study and site (if applicable):

| | | Comment |
|---|---|---|
| **All queries resolved (unresolved queries will be attached to this document)** | ☐ yes<br>☐ no | |
| **All expected study subjects have been entered** | ☐ yes<br>☐ no | |
| **Check for double study subjects is negative** | ☐ yes<br>☐ no | |
| **Check for blanco data is negative** | ☐ yes<br>☐ no | |
| **Coding has been completed** | ☐ yes<br>☐ no | |
| **SAE reconciliation has been completed** | ☐ yes<br>☐ no | |
| **Final quality check has been completed** | ☐ yes<br>☐ no | |
| **Approval for database lock has been obtained** | ☐ yes<br>☐ no | |
| **Database access rights have been removed** | ☐ yes<br>☐ no | |

Checked by:

| Local Data Manager |
|---|
| **Name:** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _  **Signature** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ <br><br> **Date:** _ _ _ / _ _ _ / _ _ _ _ |

Approval by

| Central Data Manager |
|---|
| **Name:** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _  **Signature** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ <br><br> **Date:** _ _ _ / _ _ _ / _ _ _ _ |