Logbook Cover Sheet

Refer to *Procedure <doc no.> : <Title>* [Always include the parent SOP]

|  |  |  |
| --- | --- | --- |
| Department: |  | Date of issue: |
| Log book title: |  | Log book number: |
| Type of binding (circle as appropriate): | Spiral bound | Hard bound |
| Number of pages in this log book including this cover sheet: | |  |
| All pages present and correct before issuing: |  | |
| Name of issuer: |  | Date: |
| Signature: |  | |

<Title>

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| --- | --- | --- | --- |
| [Table header] |  |  |  |
| [Table text] |  |  | [Build the log page as required] |
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[The following fields are mandatory for all log sheets – do not remove]

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| **QA GMP Review completed and acceptable:** | | Signature: | | Date: |  |
| Unique logbook number: |  | | Logbook page number (X/Y): | |  |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |

Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END