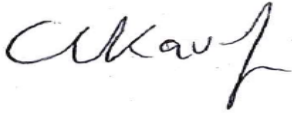
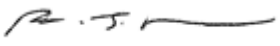


Loughborough University		Document Change Note		
The Centre for Biological Engineering				
Document Ref: HTA-QS-FORM/003	Version N ^o :	1.0	Issue Date:	

DCN No: CBE-HTA/DCN/0006

Document Reference(s):	Document Title:		Current Version No:1.0
HTA-PR-SOP004	SOP004 Receipt and Storage of HTA Licensable Material		
Reason for and overview of the change requested:	<p>Addition of a storage facility for HTA Material . A Fridge in T208b (Wolfson School)</p> <p>T208b is covered under the CBE HTA procedures and documentation</p>		
Revision Category:	<input type="checkbox"/> All personnel performing this procedure/process must read this version & complete the necessary training <input checked="" type="checkbox"/> All personnel performing this procedure/process must read this version <input type="checkbox"/> No significant changes to document content – no requirement for personnel performing this procedure/process to read this version or complete training		
Systems effected by change:	<p>Audit Schedule will be updated to add on T208b.</p> <p>Temperature monitoring and fridge maintenance schedule will be rolled out in T208b.</p>	Other Changes required to implement:	<p>New storage facility will be labelled as HTA and be under the same temperature monitoring system as HTA storage units in the CBE.</p> <p>All material stored will be logged onto Pro-curo.</p> <p>Storage facility will be added to CBE traceability audit schedule.</p>
Date: 02/12/2019	<p>Raised by: C.Kavanagh (dQM)</p> 	Date: 14.01.2020	<p>Approved by:</p> <p>R. Thomas (Person Designate)</p>  <p>K. Coopman (Designated Individual)</p> 