

STANDARD OPERATING PROCEDURE (SOP) MASTER LIST



Category	SOP Number	SOP Name	Current Version	Effective Date
Administrative	SOP-AD-01	SOP Creation, Implementation and Revision	2.0	26-Mar-2020
	SOP-AD-02	Staff Induction	In draft	
Finance	SOP-FI-01	Invoicing and payment terms	In draft	
	SOP-FI-02	Participant Payments	In draft	
Quality	SOP-QA-01	Documentation of Qualifications and Training Records	2.0	23-Oct-2019
	SOP-QA-02	Management of Serious Breaches and CAPA Process	1.0	01-Jun-2019
	SOP-QA-03	Hosting an audit/regulatory inspection	1.0	01-Jun-2019
	SOP-QA-04	Vendor assurance and oversight	1.0	01-Jun-2019
	SOP-QA-05	Clinical Trial Internal Quality Assurance	2.0	23-Oct-2019
Research Governance	SOP-RG-01	Research Governance	4.0	05-Jul-2020
	SOP-RG-02	Insurance and Indemnity	1.0	01-Jun-2019
	SOP-RG-03	Developing Contracts and Budgets	2.0	21-Jun-2020
	SOP-RG-04	Researcher Credentialing	2.0	05-Jul-2020
	SOP-RG-05	Conducting Research with Ionising Radiation	2.0	17-Nov-2020
	SOP-RG-06	Research Misconduct	1.0	24-Jul-2019
	SOP-RG-07	Research Related Complaints	1.0	26-Mar-2020
	SOP-RG-08	Non-HREC Review Process for Research Involving no more than low-risk	2.0	05-Jul-2020
Trial Management	SOP-TM-01	Feasibility and Trial Start-Up	3.0	15-Dec-2019
	SOP-TM-02	Investigator Site File and Essential Documents	1.0	01-Jun-2019
	SOP-TM-03	Informed Consent	3.0	17-Nov-2020
	SOP-TM-04	IMP accountability, dispensing, storage and destruction	1.0	08-Jun-2019
	SOP-TM-05	Handling and Shipping of Biological Samples	1.0	15-Dec-2019
	SOP-TM-06	Management and Reporting of Safety Events	3.0	09-Jul-2020
	SOP-TM-07	Source Document Management	2.0	03-Jun-2020
	SOP-TM-08	Data Entry and Query Resolution	1.0	01-Jun-2019
	SOP-TM-09	Remote and On-Site Monitoring Visits	2.0	03-Jun-2020
	SOP-TM-10	Maintenance of Equipment	1.0	15-Dec-2019
	SOP-TM-11	Monitoring of temperature controlled storage areas	1.0	24-Jul-2019
	SOP-TM-12	Trial Close-out	1.0	01-Jun-2019
	SOP-TM-13	Trial Archiving	1.0	06-Jun-2019
	SOP-TM-14	Delegation of Duties	1.0	23-Oct-2019
	SOP-TM-15	Working with Cancer Trials Australia	1.0	02-Jan-2020
Glossary	SOP-Glossary	Glossary of Terms	In draft	