**空白受控文件发放回收登记表（模板）**

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| 项目名称 |  | 方案编号 |  |
| 专业名称 |  | 主要研究者 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **项目编号/名称** | |  | | | | | | |
| **申办者** | |  | | | | | | |
| **序号** | **文件名称（版本号）** | **发放** | | | **回收** | | |  |
| 数量/编号\* | 提供人签名  年/月/日 | 发放人签名  年/月/日 | 数量/编号\* | 提供人签名  年/月/日 | 回收人签名  年/月/日 | **备注** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |

\* 若发放的是空白文件/表单，则应登记发放、回收数量，若发放的是空白记录纸，则应登记发放、回收记录纸的编号。