

Database Construction Checklist		YES	NO
Database structure	Are the data cross sectional only?		
	Are there some longitudinal elements?		
	Is there a diagram showing how the different types of information are linked?		
Data	Is there a unique identifier?		
	Are all the elements of information that are needed identified?		
	Are all the elements tied to aims or hypotheses?		
	Is the purpose for elements understood?		
	Are the terms used precisely defined?		
	Are the measurement units defined?		
	Are the potential values of these units determined?		
	Are drop down lists used when possible?		
	Are reasonable limits of numerical values chosen?		
Are logical checks possible?			
Are open questions avoided where possible?			
Layout	Are the forms easy to follow?		
	Are the forms laid out to avoid misentry?		
	Are the labels used clear?		
	Are skip patterns clear?		
	Are calculated fields used for checks?		
Is it clear whether one or many answers are possible?			
Quality	Is it clear how the data base fits into the data management plan?		
	Has the monitoring of the database been determined?		
	Has the content of interim/ monitoring reports been decided?		
	Has the timing of interim/ monitoring reports been fixed?		
	Is there a method to track eligibility of subjects for the database?		
	Is there a method to track missing data?		
	Are there procedures for maintaining a master copy ?		
Is there a procedure to track changes to data items?			
Audit Trail	Is there a procedure to track actual changes to data in the database?		
	Can reasons for changes be ascertained easily?		
Backup	Has a fail proof plan for backup been determined?		
	Is there a plan for safe archiving?		