Project ID	Location
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Last Updated	

Ref	Entry date (DD/MM/YY)	Name/Title of person raising issue	Date raised (DD/MM/YY)	Forum in which it was captured	Issue type (Request for change/Off-specification/ Problem)	Description of issue and its cause	Summary of impact on cost/ quality/time	Priority (Critical/ High/ Medium/ Low)	Summary of decision	Action tracker reference (if applicable)	Agreed deadline for action (DD/MM/YY)	Status (Open/ In Progress/ Closed)
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