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| **Originator:** (Person completing report) | **Date Raised:** | Log Ref. Number |  |
| **Details of Non-Conformity:** | | | |
| **Review by auditee:** (Miscellaneous comments and initials to demonstrate review) | | | |
| **Initials:** Send to Director (CISO) as part of Audit Report | | | |
| **Views:** (For completion by responsible Management Team member only)  Send to Director (CISO) | | | |
| **Suggested Actions:** | Action by: | Target Date: | Date Finished  (& initial) |
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| **Conclusion: (For completion by Director (CISO))** | | | |
| **Signed:** | | | **Date:** |
| **Originator told of result:** | **Recurrence Monitored by:** | **Date:** | **Audit Ref:** |