| **R.10 Issue Report** | | | | | | | | | | | | | | |
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| Project name: | | |  | | | Project ID: |  | No.: | |  | | Date: |  | |
| Title: | | |  | | | | | | | | | | | |
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| 1. **Issue type** | |  | 1. **Severity** | | | |  | | 1. **Priority** | | |
| *Request for change*  *Off-specification*  *Problem/concern* | |  | *This should be given in terms of the project´s chosen scale. Severity will indicate what level of management is required to make a decision on the issue.* | | | |  | | *This should be given in terms of the project´s chosen scale. It should be re-evaluated after impact analysis.* | | |
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| 1. **Raised by:** |  | 1. **Date raised:** |  | 1. **Issue Report author:** |
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| 1. **Issue description** |
| *A statement describing the issue in terms of its cause and impact.* |
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| 1. **Impact analysis** |
| *A detailed analysis of the likely impact of the issue. This may include, for example, a list of products impacted.* |
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| 1. **Recommendation** |
| *A description of what the Project Manager believes should be done to resolve the issue (and why).* |
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| 1. **Decision** |
| *The decision made (accept, reject, defer or grant concession).* |
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| 1. **Approved by:** |  | 1. **Decision date:** |  | 1. **Closure date:** |
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***Note:***

*An Issue Report is a report containing the description, impact assessment and recommendations for a request for change, off-specification or a problem/concern. It is only created for those issues that need to be handled formally.*

*The report is initially created when capturing the issue, and updated both after the issue has been examined and when proposals are identified for issue resolution. The Issue Report is later amended further in order to record what option was decided upon, and finally updated when the implementation has been verified and the issue is closed.*