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| **Item Title** | *<The document title>* | **Reviewer** | *<reviewer name>* |
| **Item Identifier** | *<The document identifier (if present)>* | **Review Date** |  |
| **Version; Date:** | *n-m; dd/mm/yy* |  |  |

**Notes :-**

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| Severity | 1 | **Significant** - Impact the correct or efficient operation of the item. Needs discussion during a review meeting. |
| 2 | **Moderate** - Normally clarifications or proposed improvements to the item which are unlikely to impact other areas. Probably doesn’t need discussing at a review meeting. |
| 3 | **Minor** - Does not affect the correct operation or interpretation of the item. These are usually syntax and format errors which have no effect on the meaning or interpretation of the item. |

| **No.** | **Location** | **Comment** | **Suggested Change** | **Severity** | **Action** |
| --- | --- | --- | --- | --- | --- |
|  |  | *<The information in the ‘Location’ and ‘Comment’ columns together should identify the location to at least paragraph level>* |  |  | *<For completion by document authors in response to suggested change>* |
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