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| **Process or Procedure Affected** | | | | | **Change Requested By** | |
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| **Document Details** | | | | | | |
| Document Title : | | | | | | |
| Document Ref. : | | | | | | |
| Document Type : | | | | | | |
| Document Rev : | | | | | | |
| **Reason for Change** | | | | | | |
|  | | | | | | |
| **Type of Change** | | | | | | |
| New Document |  | Revision |  | Supersede | |  |
|  | | | | | | |
| **Proposed Change(s)** | | | | | | |
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| **Impact of Proposed Change(s) (Including any Training Requirements)** |
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| **Decision on Change** | | |
| **REJECTED** |  |  |
| **APPROVED** |  |  |
| **MODIFIED** |  |  |

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| **Change Implementation Plan** | | | |
| **Item** | **Action** | **Owner** | **Target Date** |
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| **Request Prepared By** | **Signature** | **Position** | **Date** |
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| **Request Agreed By** | **Signature** | **Position** | **Date** |
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| **Confirmed as Successfully Completed By** | **Signature** | **Position** | **Date** |
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