|  |  |  |  |
| --- | --- | --- | --- |
| SSP03a: Document and Record Control  Form SSP03a/F/02 – Record Log | | | |
| **PT:** | Click here to enter text. | **Contact Details:** | Click here to enter text. |
| **Completed By:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Reviewed By:** | Click here to enter text. | **Date:** | Click here to enter a date. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | | Date created | Record owner | Security status | Retention time | Document stored at: |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Insert additional rows as required | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | Authorised by Hd S&EP | **ISSUE LEVEL:** | Release V3.0 | |
| **Approval** | Authorised by DTech | **Date:** | Jan 2017 | |
| **DOCUMENT IS UNCONTROLLED IN PRINT** | | | | Page 2 of **2** |