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| SSP03a: Document and Record ControlForm 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. |

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| Title | Date created | Record owner | Security status | Retention time | Document stored at: |
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| Insert additional rows as required |

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| **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** |