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| --- | --- |
| **Reason for Report (Anomaly/Complaint etc.)** |  |
| **Raised by (Name)** |  | **Date** |  |

**Description of Complaint/Anomaly**

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**Record of Response and of Any Corrective Action Already Taken**

 (If no corrective action is proposed this must be justified here)

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|  |
| **Scheme Manager Signature** |  | **Date** |  |
| **Number of Corrective Action Reports Attached** |  |

**Comments by Quality Controller**

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|  |
| **Quality Controller Signature** |  | **Date** |  |
| **Number of Further Corrective Action Reports Raised** |  |