|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project No.** |  |  |  |
| **Project Name** | [Insert text here] |

| Issue No. | Date raised | Issue name | Stakeholders consulted (if any) | Target completion date | Actual completion date |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |