# Issues Log Template

**Issue 1**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 2**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 3**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 4**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 5**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 6**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 7**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

**Issue 8**

|  |  |  |
| --- | --- | --- |
| **Description of events and observations**  **Please be specific, noting times.**  (Attach a separate sheet if it is necessary to provide more information) |  | Actual  Potential |
| Requirement/s Breached |  | Legal  Ethical |
| Actions Taken |  | |

End of Issues Log Template