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| Course Title |  |
| Course Code/Location: |  |
| Contract Number: |  |
| Contractor: |  |

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| --- |
| Description of non-conformance: |

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| --- | --- |
| Value of discrepancy/additional commitment | € |

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| Explain why CT procurement processes/requirements were not adhered to in this case: |

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| Detail any issues with the current procedures/requirements that may have impacted on the non-conformance: |

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| What actions have been taken to minimise the risk of re-occurrence: |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorised Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |