**Changes Tracker**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Change Number** | **Request Date** | **Change Owner** | **Action item number** | **Action item description** | **Action item expected completion date** | **Action item responsible Department / Team** | **Date of action item completion** | **Action item status** | **Change implementation status** | **Comments** |
|  |  |  |  |  |  |  |  |  |  |  |
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