

**File Note**

**Subject:**

**Date:**

**Reason for File Note:**

***[A file note is a useful method of explaining an event, decision or situation where there are no other study documents suitable to capture this information. For the file note to be useful it must include sufficient detail on the reason for the file note and the timescale applied. Give consideration to the fact that it must be meaningful to others who will read it at a later date.]***

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| **File Note written by:** |  |
| **Signature:** |  |
| **Date:**  |  |

**<<Remove this page from Template prior to using>>**

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| Document History |
| Version No. | Effective Date | Summary of Revisions |
| 1.0 | 24 Nov 2022 | Initial creation |
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