

**Annex 4**

**LEVEL 1 ISSUE NOTE**

**COIN CASE NUMBER:** abcdefg

**Issue Note Title:**

**Issue Note Reference Number:** DCM to enter consecutive numbers

**Safety Case Title:**

**From:**

**To:** DH name and address

**1 Nature of Issue**

a) relevant legal requirements:

b) relevant part(s) of guidance document L30, where appropriate:

c) topic involved (for example a specific factual description, major accident hazard, risk analysis technique or aspect of the management system):

d) nature and extent of deficiency (taking account of information already in the safety case):

**2 Action Required:**

a) nature of the response required, referring to relevant guidance:

b) extent of the response required:

**3 Response required by:**

**4 Issued to addressee on:**

Approved by Case Manager:	Enter name for COIN version, sign paper copy	Date:	
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