

Record of planned deviation from an external source

A planned deviation occurs when an unexpected event prevents a process from being followed exactly as written. Such deviations must be authorised before they are implemented and are expected to be short-term solutions to a problem with immediate impact.

NB: Do not record any data that will allow an individual donor to be identified.

Send the completed form to the Head of Quality and Standards at onCore UK (Tel: 020 8731 4592; Fax: 020 8731 4587).

Planned deviation requested by:	
Name (Print):	Date:
Organisation where deviation is to take place:	
Process for which a planned deviation is required:	
Nature of the deviation: <i>(Please give as much detail as possible)</i>	
Reason for the planned deviation: <i>(Please give as much detail as possible including justification for the deviation)</i>	
Assessment of impact of planned deviation: <i>(Please give as much detail as possible)</i>	



Severity of impact: <i>(Low, Medium, High, Critical)</i>
Period for which deviation is requested: From: _____ To: _____
Authorisation
Deviation reviewed and authorised by Local Supervisor: Comments: Signed (Print): Signature: Date:
Deviation authorised for the period: From: _____ To: _____
Planned deviation reviewed and authorised by Head of Quality and Standards, onCore UK: Signed: _____ Date: _____ Comments:

FOR ONCORE UK USE ONLY

Q-Pulse Record Data Entry

Record raised by:

Name (Print):

Signature:

Date:

Person responsible for resolution of deviation at onCore UK (Owner)

Q-Pulse Record Number: