Ashford Business Services Ltd

Network Issue Log

One register for every network issue, its updates, and a summary of what is still open.

1. Log details: Log period covered: _____ **Person responsible for this log:** _____

Team responsible for network issues: _____

2. Network issue register One row per issue, in the order issues were reported. Add or remove rows as needed.

Issue reference	Date and time reported	Site or location affected	Issue description	Severity	Assigned to	Status	Date and time resolved

3. Action and update log Record every meaningful update: diagnosis, escalation, provider update, and closure check. Add or remove rows as needed.

Date and time of the update	Issue reference	Update or action taken	Updated by

4. Escalation notes 10:30 am JOB-1042

5. Summary: Total issues recorded in this period: _____ **Issues still open at the end of this period:** _____

Issues resolved in this period: _____ **Issues escalated in this period:** _____

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Most common type of issue in this period: _____ **Recurring issue needing a permanent fix:** _____

6. Review and sign-off November 2026

Log owner name: _____ **Reviewer name:** _____

Log owner signature: _____ **Reviewer signature:** _____

Date of sign-off: _____