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	November 2026
Person responsible for this log	Sarah Mitchell
Team responsible for network issues	Sarah Mitchell

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

Ashford Business Services Ltd

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	£45.00
Issues still open at the end of this period	November 2026
Issues resolved in this period	November 2026
Issues escalated in this period	November 2026
Most common type of issue in this period	November 2026
Recurring issue needing a permanent fix	Description of any recurring issue needing a permanent fix, or confirmation that

	there is none as agreed at the meeting.

6. Review and sign-off

November 2026

Log owner name	James Patel
Reviewer name	Sarah Mitchell
Log owner signature	James Patel
Reviewer signature	Sarah Mitchell
Date of sign-off	9 November 2026