

| Date     | Incident                          | Groups/Services affected               | Root Cause                      | Correction                               |
|----------|-----------------------------------|----------------------------------------|---------------------------------|------------------------------------------|
| 4.3.2025 | New CC office needs cabling       | CC officers and visitors to the office | New office requirements         | Cabling to avoid accidents               |
| 7.3.2025 | New locks required for new office | CC officers                            | CC office moved to a new office | New locks needed                         |
| 7.3.2025 | Faulty desk top and laptops       | CC Officers                            | Old, faulty laptops             | Provision of new computers to the office |

| Corrective Action                        | Date issue was resolved | By Who          | Remarks                                                                 | Lessons |
|------------------------------------------|-------------------------|-----------------|-------------------------------------------------------------------------|---------|
| Cabling to avoid accidents               | Ongoing                 | ICT dept        | The CC office is working with the ICT office for the issue to be sorted |         |
| New locks needed                         | Ongoing                 | Estates manager | New keys to be gotten by end of Qtr 3                                   |         |
| Provision of new computers to the office | At a standstill         | ICT dept        | The CC office needs new laptops to effectively undertake its duties     |         |