**[SGB] - Investigation Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference:** |  | **Complainer:**  |  |
|  | **Subject:** |  |
|  |
| **Target completion date (by which investigation report is completed: [insert]**  |
|  |
| **Brief description of complaint received:** |
|  |
| **Rules / codes identified as relevant to issues:** |
|  |
| **Complainer** |
| *Initial contact:* |  |
| *Interview offered:* |  |
| *Interview date:* |  |
| *Docs offered by complainer (?):* |  |
| *Docs received (?):*  |  |
|  |
|  |
| **Subject**  |
| *Interview requested:* |  |
| *Interview date* |  |
| *Docs offered by subject (?):*  |  |
| *Docs received (?):* |  |
|  |
|  |
| **Witnesses** (initially populated following reading of initial complaint; updated if new witnesses identified through investigation) |
| *Identified:* |  |
|  |  |
|  |  |
|  |  |
| *Contacted:* |  |
| *Interviewed:*  |  |
|  |
|  |
| **Documents** (initially populated following reading of initial complaint; updated if new documents identified through investigation) |
| *Identified:* |  |
|  |  |
| *Requested:* |  |
| *Obtained:* |  |
|  |
| **Additional / miscellaneous:**  |
|  |  |
| **1.** |  |
|  |  |
| **2.** |  |