**[SGB] - Investigation Plan**

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| --- | --- | --- | --- | --- |
| **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 (?):* | |  | | |
|  | | | | |
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| **Witnesses** (initially populated following reading of initial complaint; updated if new witnesses identified through investigation) | | | | |
| *Identified:* | |  | | |
|  | |  | | |
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|  | |  | | |
| *Contacted:* | |  | | |
| *Interviewed:* | |  | | |
|  | | | | |
|  | | | | |
| **Documents** (initially populated following reading of initial complaint; updated if new documents identified through investigation) | | | | |
| *Identified:* | |  | | |
|  | |  | | |
| *Requested:* | |  | | |
| *Obtained:* | |  | | |
|  | | | | |
| **Additional / miscellaneous:** | | | | |
|  | |  | | |
| **1.** | |  | | |
|  | |  | | |
| **2.** | |  | | |