**Investigation Plan**

[Amend as required]

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| **Investigator** |  |
| **Terms of reference** |  |
| **Provisional time-frame** |  |
| **Policies and procedures to review and follow** |  |
| **Issues that need to be explored/clarified** |  |
| **Sources of evidence to be collected** |  |
| **Persons to be interviewed**  (including planned order of interviews) |  |
| **Investigation meetings further arrangements**  (When/where/notes to be taken by) |  |
| **Persons to supply own statement** |  |
| **Investigation meetings to be completed by** |  |
| **Collection of evidence to have been completed by** |  |
| **Further considerations** |  |