**Investigation Case Log**

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| --- | --- | --- | --- |
| **Time/Date** | Activity | Time incurred in Hours | Total Running Time Incurred |
| 10.00hrs 1.12.20 | Appointment letter, Terms of Reference and policy documents received and reviewed | 1.0 |  |
| 10. 2.12.20 | Investigation Plan drafted | 1.0 | 2.0 |
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