

# Investigation Running Sheet

<b>Action Notes</b>			
<b>Date</b>	<b>Officer</b>	<b>Action Type</b>	
		Investigation details screen has been completed correctly Appropriate procedures, guidelines and instructions have been followed Cover sheet has been completed in full Action note details process undertaken, identifies and addresses risks and recommendations are appropriate The licence/permit has been approved in COGS by authorised delegate	
<b>Breaches and Outcomes</b>			
<b>Class</b>	<b>Type</b>	<b>Section</b>	<b>Description</b>
Extended Hours Permit Temporary	Licensing	NA	Risk Assessment Investigation
<b>Date</b>	<b>Recommendation</b>	<b>Outcome</b>	<b>Detail</b>
05-JUN-2020	Refer to Licensing	Refer to Licensing	