Points to be addressed: action plan template Providers can use this template to prepare inspection document 10 and comply with criterion M16

(Please duplicate as many rows as you need)

**Date of last inspection: Period by which action is planned to be completed:**

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| **Point to be addressed from last inspection report**  Please duplicate as many rows as you need.  Include the criteria reference such as M12 or T15  and the actual wording of the point from the report | **Criteria in the report met**  **Yes or no** | **Action**  You should include **all** points to be addressed and recommendations from the last report but seek to address criteria “not met” or weaknesses identified in the publishable statement as a priority.  You should look carefully at the criteria listed in the handbook. Consider also the documentary evidence required to support your actions. | **Who** | **When** | **Done** |
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