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<i>Issued By</i>	BCP Manager
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<i>Approved By</i>	Board of Directors

**RP06A – Recovery Procedures
Status Report Form**

Use the following form to submit status updates on assigned recovery/reconstruction tasks.

Date/Time: _____

Name: _____

Department/Function: _____

Hotsite Location: _____

Support Team: _____

Team Leader(s): _____

Subject/Location: _____

Findings & Observations: _____

Recommendations: _____

Task/Project Status: _____

- Use the back of this form if additional space is required -