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| **监察实施** | | | | | |
| **下达任务** | | | | | |
| **日 期** |  | **任务名称** |  | | |
| **监察准备** | | | | | |
| **监察方式** |  | | **监察方法** |  | |
| **监察单号** |  | | **法规依据** |  | |
| **注意事项** |  | | | | |
| **监察开展** | | | | | |
| **时 间** |  | **监察人员** |  | **监察地点** |  |
| **问题查处** | | | | | |
| **问题编号** | **问题内容** | | | | |
| **1** |  | | | | |
| **2** |  | | | | |
| **3** |  | | | | |
| **4** |  | | | | |
| **5** |  | | | | |
| **6** |  | | | | |
| **7** |  | | | | |
| **8** |  | | | | |
| **9** |  | | | | |
| **10** |  | | | | |
| **11** |  | | | | |
| **12** |  | | | | |
| **取证记录** | | | | | |
|  | |  | |  | |
| **1** | | **2** | | **3** | |
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| **4** | | **5** | | **6** | |
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| **7** | | **8** | | **9** | |
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| **10** | | **11** | | **12** | |
| **督促整改** | | | | | |
| **问题编号** | **问题内容** | | | | **下发整改通知单** |
| **1** |  | | | |  |
| **2** |  | | | |  |
| **3** |  | | | |  |
| **4** |  | | | |  |
| **5** |  | | | |  |
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| **9** |  | | | |  |

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| **整改通知单与反馈单** | | | | | |
| **安全问题整改指令单（指令）** | | | | | |
| **时 间** |  | **编号** |  | | |
| **被告知**  **单位/人** |  | **整改时限** |  | **责任人** |  |
| **问题情况** |  | | | | |
| **整改建议** |  | | | | |
| **抄 送** |  | | | | |
| **安全问题整改指令单（反馈）** | | | | | |
| **时间** |  | **编号** |  | | |
| **被告知**  **单位/人** |  | **整改时限** |  | **责任人**  **（签字）** |  |
| **整改情况** |  | | | | |
| **被告知人/单位意见、建议** |  | | | | |
| **其他人/单位对整改情况的意见、建议** |  | | | | |