

AUDIT ACTION PLAN

Element A: Management, Leadership and Organizational Commitment					
Action Item	Person Responsible	Action Taken	Target Date	Date Resolved	Closing Comments
<i>Policy missing new president signature</i>	<i>SR. management</i>	<i>New President needs to sign and date the policy so it can be posted.</i>	<i>Feb 1st</i>	<i>Jan 30th</i>	
<i>Manager Tours need to be documented better</i>	<i>Safety Coordinator</i>	<i>New journal to be developed that managers can fill in when they complete a tour.</i>	<i>Feb 25th</i>	<i>Feb 23rd</i>	<i>New Journal will be copied each month by safety admin as well.</i>

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