<Insert Your Logo Here>

**AUDIT ACTION PLAN**



**Element A: Management Commitment and Involvement**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Action Item** | **Person Responsible** | **Action Taken** | **Target Date** | **Date Resolved** | **Closing Comments** |  |
|  |  |  |  |  |  |  |
| Policy is outdated | Sr. Management | New CEO needs to sign the HSE | Feb 1st, | Jan 23rd |  |  |
| Policy so it can be posted. |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Manager Tours |  | New journal to be developed that |  |  |  |  |
| need to be |  |  |  | New Journal will be copied each |  |
| Safety Coordinator | managers can fill in when they | Feb 25th | Feb 23rd |  |
| documented | month by safety admin as well. |  |
|  | do their tours. |  |  |  |
| better |  |  |  |  |  |
|  |  |  |  |  |  |
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Audit Action Plan

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