

AUDIT ACTION PLAN

Element A: Management Commitment and Involvement					
Action Item	Person Responsible	Action Taken	Target Date	Date Resolved	Closing Comments
<i>Policy is outdated</i>	<i>Sr. Management</i>	<i>New CEO needs to sign the HSE Policy so it can be posted.</i>	<i>Feb 1st,</i>	<i>Jan 23rd</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 do their tours.</i>	<i>Feb 25th</i>	<i>Feb 23rd</i>	<i>New Journal will be copied each month by safety admin as well.</i>