

JKR Training Continuous Improvement Report

Raised By:	
Report No:	Date Raised:
SECTION 1 – Initiating person	
Why is the report being raised?	
SECTION 2 – Initiating person	
What is your suggested improvement?	
SECTION 3 – Committee	
What are the agreed actions to be taken?	
Person responsible: Action required by:	
Signed: _____ Position: _____	
SECTION 4 – Person responsible	
What are the initial outcomes of the actions taken?	
Comments:	
SECTION 5 – Chief Executive Officer	
Have the actions taken been completed and proved effective? Is there any additional action required?	
Signed: _____ Date: ____ / ____ / ____	
SECTION 6 – Committee	
Have the completed actions produced the required improvement?	
Are there any additional actions required?	
Signed: _____ Date: ____ / ____ / ____ Position: _____	