

ISSUE ACTION REPORT

Complete Details as Applicable

1. General Organisation/Staff/Subcontractor:	Issue Action Report No: <i>(If Applicable)</i>	<input style="width: 80px; height: 30px;" type="text"/>	Non-Conformance: QMS <input type="checkbox"/> OHS <input type="checkbox"/> EMS <input type="checkbox"/>
	<i>(Office Log)</i>		
	Site Ref. Number: <i>(If Applicable)</i>	<input style="width: 80px; height: 30px;" type="text"/>	OHS Near Miss
	Date:		Customer Complaint
Location/Road:	Report made by:		Preventative Action
Contact Name for Action:	Reference: (if applicable)		Audit
			Suggestions for Improvement
			Other / OHS
2. Details & Description of Issue:			
CAUSE OF MAIN PROBLEM:		ACTION TIME FRAME:	
		Hrs	Days
3. Details of Recommended Action:			
4. Approval Response (by Client)			
Signed:		Position:	Date:
5. Corrective Action or Improvement Applied <i>(If different from 3 or 4 above)</i>			
6. Verifying Effectiveness of Corrective Action / Improvement, "has it worked"? Other Comments.		Cost of Correction? (\$)	
<i>(to be verified above by person raising issue and signed off below when completed)</i>			
7. Completed Copy to Client (if required)			
Signed:		Position:	Date:

ISSUE ACTION REPORT Defining the Root Cause

Issue Action: Refer to Front page for all Detail

Please tick ALL identified issues	Added Comments	Date & Sign
Plant/Equipment <ul style="list-style-type: none"> • Poor maintenance or design • Poor quality equipment or tools • Defective equipment or tools • Incorrect tool selection • Other 		
Materials <ul style="list-style-type: none"> • Defective raw material • Wrong material for the job • Shortage of material • Other 		
Environment <ul style="list-style-type: none"> • Unsafe/Not suitable for task • Physical demands of the task • Weather/Forces of Nature • Other 		
Methods/Procedures <ul style="list-style-type: none"> • No procedure/Poor procedure • Written Procedure differs to actual practice • Poor communication 		

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Please tick ALL identified issues	Added Comments	Date & Sign
<p>Management</p> <ul style="list-style-type: none"> • No or Poor Management involvement • Inattention to task • Previously identified hazards were not eliminated • Stress demands • Lack of process • Other 		
<p>People</p> <ul style="list-style-type: none"> • Training or education insufficient • Poor employee involvement • Poor recognition of hazard • Inattention, foolishness or undisciplined behaviour • Not following procedure • Other 		

Completed by: Date: Issue Action Report