CONTINUOUS IMPROVEMENT PLAN FORM

Continuous improvement is an ongoing effort to improve products, services, or processes. These efforts can be incremental or about making a breakthrough improvement all at once. Objectives and targets can originate in different places. They may arise from risk assessments, action plans, corrective actions required from the last audit or follow from general improvements already made. This is a living document to be used over three years.

Fields with a **(\*)** are compulsory to complete.

| **Reference\***  ***(I.E., Grower Manual Section # Or Title)*** | **KPIN / Block Reference** | **Priority**  ***High, Medium, Low*** | **Date Opened** | **Targeted Outcome/ Objective\*** | **Estimated Date Of Achievement\*** | **Current Status\***  ***Not Started (NS)***  ***Started (S)***  ***In Progress (IP)***  ***Completed (C)*** | **Activities/ Actions** | **Person Responsible** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Example line: Various (i.e., H&S; Food Safety)* | *1234* | *M* | *1 July 2023* | *Upgrade toilet block by 2026.* | *March 2026* | *IP* | *Research Options*  *Set Budget*  *Get Quotes*  *Identify Supplier*  *Complete Upgrade* | *Mr ABC* |
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*If any of the above Continuous Improvement targets/objectives/activities/actions have not been completed by due date, or delayed or the goal changed - justify here:*

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Annual Review date)*