

(DEPT.) ACTION ITEM REGISTER

<u>No.</u>	<u>DATE</u>	<u>LOCATION</u>	<u>SUBJECT</u>	<u>CORRECTIVE ACTION</u>	<u>RESPONSIBILITY</u>	<u>STATUS</u>
			List safety discrepancy that requires an action.	List recommended course of action.	Identify Manager/Staff Person	Open/Closed