Action Sheet

Date: ..... Sheet Number: .....

Establishment: .....

Prepared by: .....

1. Identified Problem

Identified need, hazard or problem: .....

2. Solution to the problem

Steps and corrective measures	**Person in charge**	**Deadline**	**Notes** (if applicable)

3. Follow up (how to keep the situation in check)

How the follow up will be done?	**Person in charge**	**Frequency/Duration**	**Notes** (if applicable)