| **Action Number**  **&**  **Date** | **Improvement Action** | **Action Person** | **Target Completion Date** | **Final Completion Date** | **Comments/Issues** |
| --- | --- | --- | --- | --- | --- |
| A001  6/8/2021 | Update the ***Effective Load Restraint Procedure*** to reflect that only tagged and tested straps and chains are to be used on vehicles, and communicate the changes to affected staff | John Smith – Depot Manager | 25/10/2021 | Yet to be completed | John has agreed to updating the procedure and plans to have a final draft by early October. He will then test it with three depot staff to ensure it is easily understood and workable. Once finalised, John will provide a toolbox talk to all depot staff about the updated load restraint requirements. |
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