ACTION PLAN FOR THE PERIOD: JANUARY 201X TO DECEMBER 201X

GOAL:	
ORGANISATION NAME:	
Objectives:	
	1)
	2)
	3)
Date prepared:	
Prepared by:	

Activities	**Responsible**	**Indicator of success**	**Deadline**	**Schedule (weeks or months)**								
Area of Improvement												
Organisation and Management Clause 4.1												
e.g. Outcome 1 - Revision of the Quality Manual and the quality policy statement and have them approved by the lab director	Quality manager and Lab management	Approved available copies of the quality manual and the quality policy statement	15-1-201X									
1.1												
1.2												
1.3												
Outcome 2												
2.1												
2.2												
2.3												
Outcome 3												
3.1												
3.2												
3.3												
Outcome 4												
4.1												
4.2												
4.3												
4.4												