

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Other (s)						
Reviewed By:					Date:	

Priority Ranking	
"A" Hazards	To be corrected immediately
"B" Hazards	To be corrected within 48 – 72 hours of report
"C" Hazards	To Be corrected within one week of report