



Continuous Improvement Request

Person with request: Date:

Issue/Area continuous improvement relates to:

(Specify aspects of the business improvement relates to. If a competency, specify the unit)

Details of issue:

(What is the identified problem/opportunity)?

Improvement suggestion:

Request referred to:	CEO	Training Manager	Date:
Priority:	High	Medium	Low
Recorded on Continuous Improvement Register			Date:

This form is not required to retained once information is recorded in Continuous Improvement Register