

# Responsible Sourcing supplier workbook - 'taking action'

Complete this action plan table to help you to track the actions you intend to make so that you can keep an electronic record of your progress and achievements.

<b>What is the problem?</b> (detail of the problem identified)	<b>What action do you plan to take?</b> (detailed explanation of planned action to be taken, including timescales if applicable)	<b>When</b> will action be completed by?	<b>Name and position of the</b> person who will complete action	Detail of <b>action taken</b> (if this has been done in stages, please date each stage [dd/mm/yyyy])	<b>Action complete?</b> Y/N	<b>Date completed</b>