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ACTION PLAN

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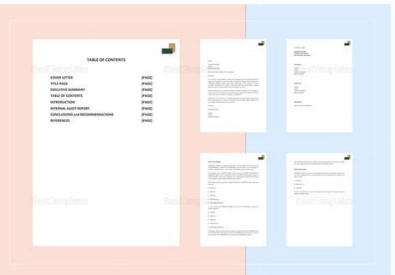
Learner: Mary Danso
Training Intervention: Family Planning/Counseling Update **Date:** April 01

My Support Team/Network
Supervisor: Mrs. Nyako **Trainer:** Miss Zakari
Co-worker(s): Fatou Abudu (attended training with Mary), Doris Isa, Mercy Nunoo, Awa Koufi

Specific Areas to Improve: I want to improve my ability to provide appropriate counseling about FP methods
 (Think about distinct accomplishments and activities to be achieved.)

Problems to Overcome: Don't have a setting for confidential conversations - identify and discuss possible options with clinic supervisor
 (Describe the barriers that must be eliminated or reduced and how this will be done.)

Detailed Specific Actions in Sequence (Include regular progress reviews with the support team as a part of the specific actions.)	Responsible Person(s)	Resources	Date/Time*	Changes to Look For
Step 1. Participate in post-training meeting to review, revise and endorse my action plan (and Fatou's); compare with/update procedures manual as needed (follow-up to pre-training meeting)	Entire support team	action plans; procedures manual	May 1 2pm	plans and manual complementary; team's roles/actions clarified
Step 2. Rearrange furniture in the clinic supervisor's office to create small private area for counseling	Mary, Fatou	chairs & table	May 2 2pm	staff using space appropriately



Checklist Item	Criteria	Exist?	Rating	Comments
Sort - SEIRI				
Cabinets and shelves	No irrelevant reference materials, documents, drawings, etc.			
Desks and tables	No irrelevant reference materials, documents, etc.			
Drawers	No excess pieces of equipment, documents, etc.			
Other storage area	Storage area is defined to store unneeded items and out-dated documents			
Standards for disposal	Standards for eliminating unnecessary items exist and are being followed			
Set in order - SEITON				
Tools and equipment	Locations of tools and equipment are clear and well organized			
Materials and products	Locations of materials and products are clear and well organized			
Labeling	Labels exist to indicate locations, containers, boxes, shelves & stored items			
Inventory control	Evidence of inventory control exists (i.e. Kanban cards, FIFO, min & max)			
Outlining / dividing lines	Dividing lines are clearly identified and clean as per standard			
Safety	Safety equipment and supplies are clear and in good condition			
Shining - SEISO				
Building structure	Floors, walls, ceilings & pipework are in good condition & free from dirt/dust			
Racks and cabinets	Racks, cabinets and shelves are kept clean			
Machines and tools	Machines, equipment and tools are kept clean			
Stored items	Stored items, materials and products are kept clean			
Lighting	Lighting is enough and all lighting is free from dust			
Ventilation	Good movement of air exists through the room (limits the spread of viruses)			
Pest control	Pest control exists and effective			
Cleaning tools	Cleaning tools and materials are easily accessible			
Cleaning responsibilities	Cleaning assignments are defined and are being followed			
Standardize - SEIKETSU				
Visual controls	Information displays, signs, color coding & other markings are established			
Procedures	Procedures for maintaining the first three S's are being displayed			
SS documentation	SS checklists, schedules and routines are defined and being used			
Responsibilities	Everyone knows his responsibilities, when and how			
Regular Audits	Regular audits are carried out using checklists and measures			
Sustain - SHITSUKE				
SS System	SS seems to be the way of life rather than just a routine			
Success stories	Success stories are being displayed (i.e. before and after pictures)			
Rewards and recognition	Rewards and recognition is part of the SS system			

PrimusLabs.com Facility Audit Paperwork Checklist

v08.06 Audits Rev 1 July 2009

Please have the following paperwork available for the audit! The following list is a guide only and represents the minimum requirements for PrimusLabs.com audits. The auditor will potentially look at paperwork over the last year and/or since the last PrimusLabs.com audit. The list below is roughly in the order that the auditor will address the different sections of the audit.

An organization chart and process flow diagrams are useful documents for the auditor to see at the start of any audit at medium to large facilities.

Paperwork Listing	Cold Storage & Distribution	Cooler and Cold Storage	Packing Room without HACCP	Packing Room with HACCP	Processing without HACCP	Processing with HACCP
FDA Food Security Regulations Documentation	Y	Y	Y	Y	Y	Y
Regulatory inspection procedures	Y	Y	Y	Y	Y	Y
Glass policy (statement, breakage procedure and if relevant glass register)	Y	Y	Y	Y	Y	Y
Written Standard Operating Procedures (SOPs) for food safety systems	Y	Y	Y	Y	Y	Y
An index of the food safety SOPs	Y	Y	Y	Y	Y	Y
Traceback and recall programs	Y	Y	Y	Y	Y	Y
Block recall paperwork (summary and supporting paperwork that shows traceability exercise logs)	Y	Y	Y	Y	Y	Y
"On hold" and "rejected" product handling procedures	N	N	Y	Y	Y	Y
MSDS Book, Inc. Index	Y	Y	Y	Y	Y	Y
Specimen labels	Y	Y	Y	Y	Y	Y
Chemicals inventories and/or usage logs	Y	Y	Y	Y	Y	Y
SOPs for the changing and testing of water and ice systems (where applicable)	N	Y	Y	Y	Y	Y
Pest control contracts	Y	Y	Y	Y	Y	Y
Pest control licenses	Y	Y	Y	Y	Y	Y
Pest control (surroundings)	Y	Y	Y	Y	Y	Y
Pest control (map)	Y	Y	Y	Y	Y	Y
Pest control service (visit) records (inc. application details and corrective actions)	Y	Y	Y	Y	Y	Y
Buyer rejection complaints/ corrective actions	Y if selling goods	Y if selling goods	Y	Y	Y	Y

