

Action Item / Continual Improvement Log

Date	Type	From	Description	Process	Risk / Priority	Due Date	Assigned To	Action Taken	Completed Date
3/9/2017	AI	Management Review	Finish out the front office / reception 1 st qtr 2016. (Previously delayed for financial reasons. Rescheduled.)	Support	Low	6/30/2017	Bill	In the process of being completed.	
3/9/2017	AI	Management Review	Plan for engineering conference area. (Previously delayed for financial reasons. Rescheduled.)	Support	Low	6/30/2017	Bill	In the process of being completed.	
3/9/2017	AI	Management Review	Parts / Sonic Cleaner to facilitate overhaul production (contract dependent)	Production	Low	6/30/2017	Bill	2 small sonic cleaners purchased.	4/17/2017
3/9/2017	AI	Management Review	Review and approve 2017 Internal Audit Schedule.	Support	Low	6/30/2017	Craig / Rich	Agreed on schedule with Gap analysis and follow-up as needed.	5/17/2017
3/9/2017	AI	Management Review	Management discussed the need to capture feedback from our customers. Craig reviewed methods other than surveys which have historically been difficult.	Support	Low				
			<ul style="list-style-type: none"> Documenting meetings such as contract close outs to capture customer feedback. Saving customer emails positive / negative that state their perception of our performance. Talking to customers such as DCMA to see if we can access our ATS supplier performance data. 			6/30/2017	Rich		
3/9/2017		Management Review	10 Jib Cranes for engine repair bays.	Support	Low	12/31/2017	Rich	Open as part of the floor renovation.	
3/9/2017	AI	Management Review	Shop support tools for engine repair.	Production	Low	6/30/2017	Rich	\$40K spent on tool boxes and tools. Boxes on open order. Tooling has been partially delivered. 8/15/17	
3/9/2017	MA	Risk	Balance machine (long term planning)	Production	Med			Long range planning	
5/17/2017	OBS	Internal Audit	Brown Larkin could look at recording realtime feedback in a log. Based on conversations, emails, contracts, etc.	Sales / Engineering	Low				
5/17/2017	OBS	Internal Audit	Pressure gage 00277 due 11/18/17 did not appear to have the most recent calibration record in the database. Others were OK.	Support	Low				
5/17/2017	OFI	Internal Audit	Changes it inspection results were lined out with the correction written and initialed. Adding the date is recommended for traceability.	Support	Low	6/30/2017	Craig	Reviewed the need to add the date with the reasoning why to Dan and Bill.	6/7/2017
8/9/2017	MA	Risk	Supplier out of business. Now Single source for key component.	Purchasing	Hi	8/31/2017	Rich / Craig	Added XYZ Manufacturing	8/15/2017