



QF278	CONTINUOUS IMPROVEMENT FORM
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It is the goal of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service to provide a consistent and best practice product to our Customers/Clients. The continuous improvement process allows us to pursue the evolution of our product by taking the feedback of Customers/Clients or observations of our employees and finding solutions that help us in reaching our goal.

This form is to capture, progress and track these opportunities for improvement. Upon completion of this form please forward it to the Quality and Services team for processing and action. (Please attach more information if required)

Event Information	<i>Please record the details of what incited the creation of this Continuous Improvement opportunity including a description</i>		
	Entry ID for Feedback/Complaint Register		
	Entry ID for Incident Management Register		
Recommendation & Benefits	<i>Describe the improvement opportunity and its benefit to the organisation, members and/or employees.</i>		
NAME		DATE	



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Engagement & Quality Officer Use

General Manager assigned to approve	
Manager Name	

	Added to register		Entry ID in register
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General Manager Use

	Approved		Not Approved
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Reason if not approved	

Implementation instructions			
Assigned to			
Due Date		Completed Date	

	Register Updated
	Form and Evidence saved in Drive