

## QA-F03 Opportunity for Improvement Form

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Personal Details		
Name:		
Phone:		
Email:		
Best Contact: (Please Circle)	Phone	Email

Do you wish to remain anonymous? (Please Circle)	Yes	No
Would you like to be informed about the outcome of your idea? (Please Circle)	Yes	No

Opportunity for Improvement	
Date:	
<b>Nature of Opportunity Identified:</b> (Please use additional pages if required)	

**Opportunity for Improvement**

**Proposed Solution:** (Please identify how this opportunity could be leveraged to benefit 5<sup>th</sup> Point)

**Signed:**

Please return completed form to the RTO Manager.

For additional information about 5<sup>th</sup> Point's opportunity for improvement process please see the *Continuous Improvement Strategy (QA-002)* available in the *Candidate Handbook (TG-006)* on our website.

**Administrative Use Only**

OFI Received By:

Date Received:

Method Communicated:

In Person

In Writing

Entered into OFI Register:

Yes

No

Signed: