# ACTION PLAN CLOSING FORM

Version: 01

Revision: 00 Effective Date: 11/2018

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART A: REQUEST FOR CLOSURE INFORMATION** *\*to be completed by the DITO/DEng only* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Plan:** | | | | | | | | | | | | | | **Requested by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Post:  Date: | | | | | | | | | | | |
| **OnTrack ID:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Justification for Closing (Please tick √):** | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | Completed all planned activities. | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | Transfer of responsibility. | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | Reduce in the scope of activities due to  *\*please attach evidence(s)* | | | | | | | | | | | | | : | | | | | | | |  | | |
|  |  | Activities are not applicable anymore due to  *\*please attach evidence(s)* | | | | | | | | | | | | | : | | | | | | | |  | | |
|  |  | Others *(please specify)* | | | | | | | | | | | | | : | | | | | | | |  | | |
|  |  |  | | | | | | | | | | | | |  | | | | | | | |  | | |
| **PART B: APPROVAL *(\*To be completed by ITG)*** | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | 1. All activities recorded in OnTrack has been updated accordingly? | | | | | | | | | | | | | | | | |  | Yes |  | No |  | |  | |
|  | 1. All planned activities recorded in OnTrack have been completed? | | | | | | | | | | | | | | | | |  | Yes |  | No |  | |  | |
|  | 1. Reason(s) for closing is accepted? | | | | | | | | | | | | | | | | |  | Yes |  | No |  | |  | |
|  | 1. Request for closure is recommended? | | | | | | | | | | | | | | | | |  | Yes |  | No |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 1. Remarks (if any) : | | | |  | | | | | | | | | | | | | | | | | | |  | |
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|  | Title of Meeting | | | | | : |  | | | | | | | | | | | | | | | |  | | |
|  | Date of Meeting | | | | | : | |  | | | | | | | | | | | | | | |  | | |
|  | Date of Closure | | | | | : | |  | | | | | | | | | | | | | | |  | | |
|  |  | | | | |  | |  | | | | | | | | | | | | | | |  | | |
|  | The request is | | | | | | | |  |  | | | Approved | | |  | Disapproved | | | | | | | |  |
|  |  | | | | | | | |  |  | | |  | | |  |  | | | | | | | |  |
|  | Update status in OnTrack | | | | | | | | : |  | | | Yes | | |  | No | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Update relevant KPI record in OnTrack | | | | | | | | : |  | | | Yes | | |  | No | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Changes made (if applicable) | | | | | | | | : | |  | | | | | | | | | | | |  | | |
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|  | Notify Requestor | | | | | | | | : |  | | | Yes | | |  | No | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Reference(s) | | : |  | | | | | | | | | | | | | | | | | | |  | | |
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| **Processed by:**  ITG Representative: | | | | | | | | | | | | **Date**: | | | | | | | | | | | | | |