

Compliance action planning template

Confirm the applicable requirement with the responsible specialist. Connect the observed gap to an approved action and a completion check. Use fictional or authorised information.

Confirm the requirement and action

Requirement source version and applicability

Expected condition and observed gap

Evidence reference and review scope

Clarification or specialist input needed

Agreed action and decision authority

Action owner due date and dependencies

Check and close the action

Completion conditions

Evidence location and access permission

Completion reviewer and review date

Observed result and remaining gap

Decision to close revise or escalate

Follow-up action owner and date

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This document does not certify compliance.