

**Veolia Contract Corrective Action Form**

<b>Meeting date:</b>	<b>3<sup>rd</sup> July 2007</b>	<b>Responsible Brent Team Leader:</b>	<b>Mark O'Brien</b>
<b>Village:</b>	<b>Refuse</b>	<b>Responsible Veolia Manager:</b>	<b>Paul Booth</b>

<b>CAP No.</b>	<b>Agreed Action</b>	<b>Responsible Manager</b>	<b>Timescale for completion</b>	<b>Implemented on time? YES / NO</b>
<b>12</b>	To ensure refuse collection is properly completed at Cygnet Court every week including returning the bins to the storage area.  To be monitored regularly until problem is resolved	<b>Paul Booth</b>	4 weeks  Review on 31 <sup>st</sup> July	

**MONITORED BY:** **Mark O'Brien****Corrective Action Plan sign-off date:** \_\_\_\_\_ **(dd/mm/yy)**