

**KRI Improvement Request form**

The KRI Improvement Request is a form that gives every stakeholder in our organisation i.e. athletes, coaches, schools, associations, administrators, volunteers and contractors an opportunity to recommend an improvement to an existing process, system, structure or protocol.

Our objective is to seek stakeholder assistance to identify areas in our operation that require upgrading, alteration, discontinuation or just a review to ensure we are as efficient and effective as possible.

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| **Request form No.** |  |
| **A. ISSUER** | | | | |
| **Raised By** |  | **Date** | |  |
| **KRI Area Issued to** |  | **Quality System Ref.** | |  |
| **Reviewers signature** |  | **Email and mobile** | |  |
| **Issuers Name** |  | | | |
| **Issue** | | | | |
| **Suggested Improvement** | | | | |

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| --- | --- | --- |
| **B. RECIPIENT** | | |
| **Improvement Made** | | |
| **Action to Prevent Recurrence** | | |
| **CLOSE OUT ACTIVITIES** | **Signature** | **Date** |
| Issuer signature |  |  |
| Receiver signature |  |  |
| Representative check of effectiveness |  |  |
| Issuer advised in writing (complaints only) |  |  |

**Either post or email this form to:**

Carol Howard, Operations Manager, Karapiro Rowing, PO Box 1052, Cambridge 3450

Email: operations@karapirorowing.com