NASA ELV Payload Safety Action Tracking Log

1. Item #	2. Action	3. Responsibility	4. Due Date	5. Status	6. Response/Comments

Instructions for Safety Action Tracking Log

1. **Item Number:** Indicate the item number.

2. **Action**: Describe the Safety Action that must take place.

3. **Responsibility:** List personnel or organization who is responsible for completing the action

4. **Due Date:** List the date by which the action must be completed.

5. **Status:**

OPEN –Actions are in progress or have not yet been completed.

CLOSED – Action has been completed and properly documented by the responsible individual or organization.

6. **Response/Comments:** List any supporting documentation or comments detailing the closure of the action item.