Appendix 1 – Record of External Communication

<table>
<thead>
<tr>
<th>No.</th>
<th>External Party</th>
<th>Description of communication</th>
<th>Response No.</th>
<th>Date of response</th>
</tr>
</thead>
</table>

[job title]

[signature]

Commented [45A1]: E.g., SOP, Incident Investigation Report, etc.
Commented [45A2]: 
Commented [45A3]: ID number in outbox mail register or some other identifier.
Commented [45A4]: The signature is needed only if the document is in paper form.