

Appendix 2 – Contingency Plan

Potential incident	Responsible	Person of contact and contact info	
1	Maintenance staff	John Smith +123 456 789 john@company.com	
		George Stuart +123 897 787 george@company.com	
2			
Customer notification process			
In case of supply disruptions to customer plants, or other incidents that will impact customer operations, you shall set up the communication process with customer within a 24h.			
Responsible person			
[name], [job title]			

[job title]

[name]

[signature]

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