

[organization name]

## 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 engage the communication process with customer within a 24-hour period.			
Responsible person			
[name], [job title]			

[job title]

[name]

[signature]

**Commented [16A1]:** This is only an example; you need to adapt to your identified risks and your organizational structure.

**Commented [16A2]:** This is only an example, you need to adapt to your identified risks and your organizational structure.

**Commented [16A3]:**

**Commented [16A4]:** Adapt to your organization. If document is approved electronically, the signature is not needed.