

[organization name]

Appendix 1 – Record of External Communication

No.	External Party	Description of announcement	Received by	Document needed for response	Main elements of response	Response No.	Date of Response

Comment [18A1]: E.g., SOP, Incident Investigation Report, etc.

Comment [18A2]: This is an example of the response.

Comment [18A3]: ID number in outbox and response is used for the purpose of identification used for each document.

[job title]

[name]

[signature]