

[organization name]

Appendix 1 – Record of External Communication

No.	External Party	Description of Communication	Reference	Document needed for response	Date received / Date of response	Response No.	Date of Response

Commented [45A1]: E.g., SOP, Incident Investigation Report, etc.

Commented [45A2]: [Redacted]

Commented [45A3]: ID number in outbox mail register or some other reference number.

[job title]

[name]

[Redacted signature line]

[signature]

Commented [45A4]: The signature is needed only if the document is in paper form.