

CONTACT REPORT

Date of Contact:

Person Contacted:

Subject:

Type of Contact: _____ Trip, Visit, Phone

Summary of Discussion

Signature/Date

Follow-up Action(s) Required	Responsibility	Estimated Completion	Actual Completion
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____

PLEASE COPY INITIATOR AND DISTRIBUTE UPON COMPLETION OF ABOVE ACTION

cc: Plant Manager
Production Manager
Quality Manager
File