|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Departments** | | **Customer** | | | | | **Supplier** | | | | | **Legal and regulatory government agencies** | | | | | **Standard Organization** | | | | |
| **what** | **when** | **how** | **who** | **With whom** | **what** | **when** | **how** | **who** | **With whom** | **what** | **when** | **how** | **who** | **With whom** | **what** | **when** | **how** | **who** | **With whom** |
| **CEO** | **what** |  |  |  |  |  |  |  |  |  |  | **licensing** |  |  |  |  |  |  |  |  |  |
| **when** |  |  |  |  |  |  |  |  |  |  |  | **Business startup** |  |  |  |  |  |  |  |  |
| **how** |  |  |  |  |  |  |  |  |  |  |  |  | **Correspondence/Attendance** |  |  |  |  |  |  |  |
| **who** |  |  |  |  |  |  |  |  |  |  |  |  |  | **CEO** |  |  |  |  |  |  |
| **With whom** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **government official** |  |  |  |  |  |
| **QA** | **what** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **when** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **how** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **who** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **With whom** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **sales** | **what** | **Changes to the order** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **when** |  | **after reviewing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **how** |  |  | **Call/email** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **who** |  |  |  | **Sales expert** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **With whom** |  |  |  |  | **Customer representative** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **QC** | **what** |  |  |  |  |  | **non-conforming goods** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **when** |  |  |  |  |  |  | **receiving time** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **how** |  |  |  |  |  |  |  | **via phone call** |  |  |  |  |  |  |  |  |  |  |  |  |
| **who** |  |  |  |  |  |  |  |  | **QC expert** |  |  |  |  |  |  |  |  |  |  |  |
| **With whom** |  |  |  |  |  |  |  |  |  | **Supplier** |  |  |  |  |  |  |  |  |  |  |

**CEO Signature: Date:**