Document title:

**Communication External Matrix Form** 

**Organization logo** 

Document code: F-CO-02

Revision: 00
Issue Date:: 16/02/2020

Page: 1 of 1

Departments			Custome	er		Supplier						l and re	gulatory agencies	govern	ment	Standard Organization					
		what	whe n	how	who	With who m	what	whe n	how	who	With who m	what	whe n	how	who	With who m	what	when	how	who	With who m
CEO	what											licen sing									
	when											0	Busi ness start up								
	how													Corr espo nden ce/At tend ance							
	who														CEO						
	With whom															gove rnm ent offici al					
QA	what																				
	when																				
	how																				
	who																				
	With whom																				
sales	what	Cha nges to																			

Document title:

**Communication External Matrix Form** 

**Organization logo** 

F-CO-02 Document code:

Issue Date::

Revision: 00 16/02/2020

**2** of **1** Page:

		the orde r														
	when		after revie wing													
	how			Call/ emai l												
	who				Sales expe rt											
	With whom					Cust omer repr esent ative										
QC	what						non- conf ormi ng good s									
	when							recei ving time								
	how								via phon e call							
	who									QC expe rt						
	With whom										Supp lier					

Document title:

**Communication External Matrix Form** 

Page: **3** of **1** 

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Document code: F-CO-02
Revision: 00

Issue Date: 16/02/2020

**CEO Signature:** 

Date: