



Verification	Originator	Approved	Issued
Initials	SMP	ST	ST
ate	9/26/2014	10/06/2014	10/06/2014

## TITLE: COFL-GTL-ED-4.4.3-2 (F) Communication Occurrence Template

Refer to EP-4.4.3-1 Communication Procedure for detailed instructions regarding this ESMS form/record.	
1.0	Date and time of occurrence:
2.0	Inquiry or complaint from Name:  Phone:  Address:  e-mail:
3.0	Nature of inquiry or complaint:
4.0	Occurrence received by (internal personnel) Name:  Date and time:
5.0	Response:
6.0	Respondent (internal personnel) Name:  Date and time:
This form may be used for internal and external environmental communication. Completed forms and related attachments are records maintained in the ESMS; route to the ESMS Coordinator.	