

# Responsible Parties Identification Format

Document Title: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Department/Project: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

## 1. Responsible Parties

Name	Position/Role	Contact Information	Responsibility Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 2. Distribution List

Name	Position/Role	Purpose of Inclusion
_____	_____	_____
_____	_____	_____

## 3. Review and Approval

\_\_\_\_\_  
Signature of Preparer  
Name:  
Date:

\_\_\_\_\_  
Signature of Approver  
Name:  
Date:

## Important Notes:

- This document assigns clear responsibilities for specific tasks or areas.
- Always keep contact information up to date for all listed parties.
- Ensure that all identified parties are informed and acknowledge their responsibilities.
- Review and update this format regularly, especially after organizational or project changes.
- Store signed copies of this document according to internal documentation policies.