

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.