

		Emergency Situation Notification Sheet			Department :		Date:	
Initial checklist	Emergency Situation Information							
	Issued By:		Source:		Obtained Date:			
	Occurred Date:		Place:					
	Details , damages, and cause							
	Predicted impact							
	Items to be checked with supplier			Remarks (enter information available, or the date information becomes available, a separate sheet can be use)				
	(1) Ask the supplier to provide the HTNA item number(s) /item list to be affected and inventory quantity (number of days of stock)							
	(2) Supplier's contingency plan (draft)-(details & schedule)							
	(3) Estimated recovery schedule (4) Supplier's contact (name, e-mail, and phone and cell numbers etc.,)							
	(5) Other							
Circle the corresponding emergency grade								
Grading	Grade		Grade Criteria					
	A		Recovery is not predictable, production is in trouble, and it is predicted that customer's production will be affected within 3 days.					
	B		It is predicted that customer's production will be affected within 4 days.					
	C		It is predicted that customer's production will be affected within a month.					
	D		It is predicted that customer's production will be affected within 3 months.					
	E		It is judged that recovery is easy and customer's production won't be affected.					
		Grade		Description				
Contingency action items	On-site inspection (assigning PIC)			Due Date		Responsible Department		Related Department
	Calling contingency action meeting			Immediate		Purchasing		Materials
	A& B Notify the status to the customer.			N+1AM		Purchasing		Production, Engineering, Sales
	Judge if the process need to be changed and make a			N+1AM		Sales		QA
	Manage inventory/delivery schedule.			N+1		QA		Sales & Production
	C& D Judge if contingency action meeting is necessary.			N+2		Materials		Purchasing
	Judge if notification to customer is necessary.			N+10		Purchasing		Materials
	Judge if the process need to be changed and ma			N+10		Sales		QA
	Manage inventory/delivery schedule.			N+10		QA		Sales & Production
E Check delivery schedule.			As required		Materials		Purchasing	
Distributed to	Plant		[Notes]		Approved		Checked	
	Production							
	QA							
	Engineering							
	Sales							

