1. **Requestor Information**

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| --- | --- |
| **Name of Requestor** | <<[getForm().getNameOfRequester()]>> |
| **Team/Department** | <<[getForm().getTeamDept()]>> |

1. **External Visitor and Request Information**

|  |  |
| --- | --- |
| **Company Name or Institute Name** | <<[getForm().getCompanyNameOrInstituteName()]>> |
| <<foreach [in getForm().getExternalCustomers()]>><<if [indexOf() == 0]>>**External Customer Name, Email, Role** | * + 1. Name: <<[getName()]>>     2. Email: <<[getEmail()]>><<if [getRole() != null && getRole() != „“]>>     3. Role: <<[getRole()]>><</if>> |
| <<elseif [numberOf() < getSize()] >> | * + 1. Name: <<[getName()]>>     2. Email: <<[getEmail()]>><<if [getRole() != null && getRole() != „“]>>     3. Role: <<[getRole()]>><</if>> |
| <<else>> | * + 1. Name: <<[getName()]>>     2. Email: <<[getEmail()]>><<if [getRole() != null && getRole() != „“]>>     3. Role: <<[getRole()]>><</if>><</if>><</foreach>> |
| **Disclosure Request Date/Period** | <<[getForm().getStrRequestDate()]>> |
| **Requested Documents** | <<if [getForm().isRequestedSOP()]>><<else>><</if>> **SOP**  *<<if [getForm().isRequestedSOP()]>><<foreach [in getForm().getRequestedDocumentSOPs()]>><<[getDocInfo()]>>*  *<</foreach>><</if>>*  <<if [getForm().isRequestedRF()]>><<else>><</if>> **Form**  *<<if [getForm().isRequestedSOP()]>><<foreach [in getForm().getRequestedDocumentRFs()]>><<[getDocInfo()]>>*  *<</foreach>><</if>>*  <<if [getForm().isSOPTrainingLog()]>><<else>><</if>> **Training Log (SOP)**  *<<if [getForm().isSOPTrainingLog ()]>><<foreach [in getForm().getDisclosureSOPTrainingLog()]>><<if [indexOf() > 0]>>, <</if>><<[getUser().getEngName()]>><</foreach>><</if>>*  <<if [getForm().isISOTrainingLog()]>><<else>><</if>> **Training Log (ISO)**  *<<if [getForm().isISOTrainingLog()]>><<foreach [in getForm().getDisclosureISOTrainingLog()]>><<if [indexOf() > 0]>>, <</if>><<[getUser().getEngName()]>><</foreach>><</if>>* |
| **Type of Document Access** | <<if [getForm().getDocumentAccess().name() == „PDF“]>> <<else>><</if>> **PDF** (ISO Management System)  <<if [getForm().getDocumentAccess().name() == „OTHER“]>><<else>><</if>> **Other:**<<if [getForm().getDocumentAccess().name() == „OTHER“]>>*<<[getForm().getDocumentAccessOther()]>><<else>> <</if>>* |
| **Purpose of Disclosure** | <<if [getForm().getPurposeOfDisclosure().name() == „AUDIT“]>><<else>><</if>> **Audit**  <<if [getForm().getPurposeOfDisclosure().name() == „INSPECTION“]>><<else>><</if>> **Inspection**  <<if [getForm().getPurposeOfDisclosure().name() == „OTHER“]>><<else>><</if>> **Other**: **:**<<if [getForm().getPurposeOfDisclosure().name() == „OTHER“]>>*<<[getForm().getPurposeOfDisclosureOther()]>><<else>> <</if>>* |

* It is recommended that the requestor submit ‘SOP & Training Log Disclosure Request Form’ to QA team via ISO Management System prior to SOPs/Forms/Training Log disclosure.
* Agreement to Collect and Use Personal Information’ (SSP-402-11) and ‘Non-Disclosure Agreement for SOP’ (SSP-402-12) should be acquired before the external customer access to the ISO Management System.

**Requested by:**

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| --- | --- | --- | --- | --- | --- | --- |
| <<[getReportedBy().getName()]>> |  | <<[getReportedBy().getRole()]>> |  | <<image [getReportedBy().getSign()]>> |  | <<[getReportedBy().getDate()]>> |
| Name |  | Role |  | Signature |  | Date (DD-MMM-YYYY) |

**Approved by:**  **Approved**  **Not Approved**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| <<[getConfirmedBy().getName()]>> |  | <<[getConfirmedBy().getRole()]>> |  | <<image [getConfirmedBy().getSign()]>> |  | <<[getConfirmedBy().getDate()]> |
| Name |  | Role |  | Signature |  | Date (DD-MMM-YYYY) |