

# Neighbourhood Bakery - Weather Contingency Plan

Record a practical alternative when weather may disrupt a planned activity. Setting: Neighbourhood Bakery.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Weather Contingency Plan

Activity and weather-sensitive parts \*

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Conditions to monitor and who will check them \*

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Alternative location, timing or service arrangement \*

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Decision time and communication plan

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## Neighbourhood Bakery

Production batch and oven or counter station \*

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**Product variety, tray size or packaging group \***

**Proofing schedule, cooling space or batch-labelling needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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