CLIENT DETAILS

NAME OF COMPANY:
ADDRESS:
Telephone number:
Protocol Number of Project:
Procedure that concerns the complaint:

Assessment procedure		Results of assessment		Other	
Suitability of Equipment		Suitability of Employees		Suitability of Offices	
Other(describe)					

Note: In each box tick (✓) the complaint for the particular procedure

Detailed Description of the complaint:

Date of submission of the complaint :	Full name & Position of the authorized person that submitted the complaint :
The Technical Manager was informed (date & signature) :	

Assessment of the complaint and Result:

Date of the assessment of the complaint:	Signature of the Responsible Quality Assessor:

Actions taken to Improve : *The code number of the related action taken*

Formal Written statement to the client that submitted the complaint: *The date of the document is referred and there is also a copy attached with the signature of the Technical Manager*