



Complaints and Appeals Report

F/CSD/02
Revision No. 00
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Complaint and Appeal Sr. No. <input type="text"/>		Date <input type="text"/>	
Receipt of Complaint and Appeal	Date	Received By <input type="text"/>	
	Time		
Mode of Receipt <input type="text"/>			
Raised By <input type="text"/>			
Details of Inspection			
Inspection Date	<input type="text"/>	Inspected by	<input type="text"/>
Inspection Item Identifier	<input type="text"/>	Inspection report no.	<input type="text"/>
Description of Complaint and Appeals <input type="text"/>			
Nature of Complaint and Appeals <input type="text"/>	SERIOUS	MAJOR	MINOR
Is the complaint / appeal validated? Who has validated and on what basis?			
Report of Inspection personnel on the Complaint and Appeal			
Action taken to resolve the Complaint and Appeal			
Result of action taken at client end	Actions proposed for future (Corrective action)		
	Client Informed by:	Means	<input type="text"/>
Date		<input type="text"/>	
Analyzed By	Closed By:		
	Quality Manager		



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Appointed Officer