|  |  |
| --- | --- |
| Complaint Report | QF 4.08/02Issue No.01 |
| Complaint Serial. No.: 01 | Date: |
| Date Of Receipt Of Compliant:  | Received By: Quality Manager |
| Mode Of Receipt: By Fax |
| Customer / Other Parties Name: |
| Details Of Instrument Calibrated / Certificate |
| Name of Instrument / Certificate No.:  |  |
| Identification No. |  | Date Of Issue |  |
| Report No. |  | Date Of Calibration  |  |
| Description Of Complaints ( |
| Nature Of Complaints:  | SERIOUS | MAJOR | **√ MINOR** |
| Report Of Quality Manager on Complaint |
| Corrective Action Taken ( |
| Result Of Action Taken   | Actions Proposed For Future |
| Analysed By : | Closed By Quality Manager / Technical Manager |