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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Complaint Report | | | | | | | | | | QF 4.08/02  Issue 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 | | | | | |