

CLIENT DETAILS**NAME OF COMPANY:****ADDRESS:****Telephone number, FAX:****Protocol Number of Project:****Procedure that concerns the complaint:**

Assessment procedure	<input type="checkbox"/>	Results of assessment	<input type="checkbox"/>	Other	<input type="checkbox"/>
Suitability of Equipment	<input type="checkbox"/>	Suitability of Employees	<input type="checkbox"/>	Suitability of Offices	<input type="checkbox"/>
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*