

RECORD X - COMPLAINT LOG

Record Complaints received from customers regarding compliance with certification requirements. (Do not include CB non-compliance issues.)
Maintenance of a complaint log is an ISO 17065 requirement.

OPERATION NAME:				YEAR:		
Complaint Description	Source of Complaint and contact information	Date Received	Process	Action Date	Initials	Additional Notes
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			

			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			

			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			
			Corrective Action:			
			Follow-up:			
			Complaint Closed? Y/N. If no, explain.			