

[organization name]

## Appendix 3 – Registry of Complaints about Suppliers

### 3.1 General suppliers

No.	Submission Date	Product/Service Name	Supplier	Complaint Description	Document Reference	Complaint Status	Resolution

[job title]

[name]

\_\_\_\_\_  
[signature]

**Commented [16A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [16A2]:** This can be Non-conforming Product Record, contract, delivery note or other document related to the product or service mentioned in complaint.

[organization name]

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### 3.2 Automotive suppliers

**Commented [16A3]:** Record here all claims related to parts/ components/ materials who enters in product delivered to customer.

No.	Submission Date	Product No.	Part number/ Part name	Supplier	Product description	01 - 001 - 001 02 - 001 - 001 03 - 001 - 001	01 - 001 - 001 02 - 001 - 001 03 - 001 - 001	01 - 001 - 001 02 - 001 - 001 03 - 001 - 001	Reoccurrence

[job title]

[name]

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[signature]