

[organization name]

### Appendix 3 – Registry of Reports to the Authorities

**Commented [AES1]:** If the organization uses electronic

| No. | Short description of the Report | Submitted by: | Reported to | Date of the Report | Product/Complaint Reference | Note |
|-----|---------------------------------|---------------|-------------|--------------------|-----------------------------|------|
|     |                                 |               |             |                    |                             |      |
|     |                                 |               |             |                    |                             |      |
|     |                                 |               |             |                    |                             |      |
|     |                                 |               |             |                    |                             |      |
|     |                                 |               |             |                    |                             |      |

**Commented [AES2]:** For example, product No.245633 is not

**Commented [AES3]:** For example, complaint No.35 submitted

[job title]

[name]

[signature]

**Commented [AES4]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.