

[organization name]

Appendix 3 – Registry of Complaints about Suppliers

No.	Supplier Name	Product/Service Name	Complaint	Resolution	Document Reference	Recorded By

Commented [13A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [13A2]: This can be

[job title]

[name]

[signature]

Commented [13A3]: Only necessary if document is in paper form.