

[organization name]

Appendix 3 – Registry of Complaints about Suppliers

Commented [AES1]: If the organization uses electronic

No.	Submission date	Product/service name	Supplier	Complaint description	Document reference	Complaint closing date	Resolved by

Commented [AES2]: This can be Non-Conforming Product

[job title]

[name]

[signature]

Commented [AES3]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.