

[organization name]

Appendix 7 – Record of Servicing Activities

| Information about the client | | | |
|---------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------|--|
| Name: | | | |
| Address: | | | |
| Telephone: | | | |
| Customer address: | | Telephone: | |
| Servicing activities | | | |
| Product name: | | | |
| Warranty period: | | | |
| Reason for servicing: | | | |
| Documentation reference number: | | | |
| Service notes: | | | |
| Results of the servicing | | | |
| <input type="checkbox"/> Malfunction removed completely | <input type="checkbox"/> Malfunction corrected partially | <input type="checkbox"/> Malfunction corrected to some extent | |
| Additional actions needed: | Yes/No | Notes/Reference: | |
| Date of delivery to customer | | | |

Commented [AES1]: E.g., servicing procedures, reference

Commented [AES2]: Check the appropriate box.

[job title]

[name]

[signature]

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