

[organization name]

Appendix 2 – Complaint, Nonconformity and CAR Log

Commented [170251]: To be maintained by the Quality Manager and kept as a QMS document. This log may be kept electronically.

Problem Description	Product / Service / Process	Customer / Supplier / Internal	Problem Reference #	Target close date	Actual close date	Verification date
	<i>e.g. Customer / Big Widget</i>	<i># 2018-01</i>	<i>e.g. 1/10/18</i>	<i>e.g. 1/21/18</i>	<i>e.g. 1/10/18</i>	<i>e.g. 1/10/18</i>