

[organization name]

Appendix 3 – Registry of Complaints about Suppliers

No.	Submission Date	Product/Service Name	Supplier	Complaint Description	Document Reference	Resolution	Remarks

Commented [9A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [9A2]: This can be Non-conforming Product Record, contract, delivery note or other document related to the product or service mentioned in complaint.

[job title]

[name]

[signature]