
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Complaint In-take Information / Initiation Form	Number: Q13-PR-100-F019	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 04/10/13	Page: 1 of 2	

Complainant Information:

Company:	Name:
Phone:	Email:
Address:	
Special Instructions/Communication Restrictions:	

Product Information:

Name:
Description:
Lot#:
Expiry Date:
Quantity:
Additional Information (BOL#, PO#, Ship Date etc.):

Nature of Complaint (including how product was used, if applicable):

<input type="checkbox"/> Sample Available

Actions taken by complainant:



Reply given to complainant:

In-take Completed By: _____

Date: _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Complaint In-take Information / Initiation Form	Number: Q13-PR-100-F019	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 04/10/13	Page: 2 of 2	

To be completed by Quality Unit:

Classification:

Formal ☐ Feedback ☐ Inquiry ☐ SAE ☐ Complaint #: _____

Investigation Required? Yes ☐ No ☐ If yes, CAPA#: _____

If no, reason: _____

Closure Information:

Date Open: _____ Date Closed: _____ Number of Days to Close: _____

Repeat Complaint: Yes ☐ No ☐ If yes, how many? _____

Additional Comments: _____

Evaluation Completed By:

Date:

Approval Signatures/Dates: (all applicable parties)				
	Name	Title	Signature	Date
Area Manager				
Quality	Deborah Durbin	Dir. Of Quality		
Operations	Matt Haynes	Dir. Of Operations		

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.