

Complaint Handling Register

Farm Name:

Crop:

Farm Location:

Variety:

S.N	Descripti on of Complai nt	From whom Received. Address and Contact no	Date	Responsibl e Person to handle compliant	Root cause for the Complaint	Correcti ve Action Taken	Date	Informatio n to the complaint	Date	Feedback from the complain ant	Date	Status of the complai nt closed or open

Notes:

1. Depending upon the nature and seriousness of the complaint ,certification body and scheme owner to be informed
2. The above template is only for your guidance. You can always have more requirement as desired.