PUNJABI

Complaint Handling Register

FaCmep

| S.N / 00 000 000 | Descript Non of Complai m / e = = = = = = = = = = = = = = = = = = = | From whom Receive d. Address and Contact no / □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□ | Date / | Responsi ble Person to handle compliant / | Root cause for the Complaint / | Correcti ve Action Taken / □□□□ □□□□ □□□□□ □□□□□ □□□□□ | Date / | Information to the complaint / | Date / | Feedback from the complain ant / | Date | Status of the complai nt closed or open / 00000 00000 00000 | |
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Note / □□ਟਸ

- 1. Depending upon the nature and seriousness of the complaint ,certification body and scheme owner to be informed