



# Complaint and Appeal Report

F/CSD/02  
Revision No. 00  
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Complaint and Appeal Sr. No. →		Date →	
Receipt of Complaint and Appeal	Date	Received By →	
	Time		
Mode of Receipt →			
<b>Raised By →</b>			
<b>Details of Inspection</b>			
Inspection date		Inspected by	
Products inspected		Inspection report no.	
<b>Description Of Complaint and Appeals →</b>			
<b>Nature Of Complaint and Appeals →</b>			
	<b>SERIOUS</b>	<b>MAJOR</b>	<b>MINOR</b>
Are the complaint / appeal validated? Who has validated and on what basis?			
Report of Inspection personnel on the Complaint and Appeal			
Action taken to resolve the Complaint and Appeal			
Result of action taken at client end		Actions proposed for future (Corrective action)	
		Client initiator / Informed Vide	Vide / Date
Analyzed By		Closed By	
		Authorized Person	