|  |
| --- |
| **Complainant Details** |
| Name:  |  |
| Organization:  |  |
| Contact Number:  |  |
| Email:  |  |
| Contact Method  | [ ] Phone | [ ] Mail | [ ] Letter |

|  |
| --- |
| **Complaint Details** |
| Date | Click or tap to enter a date. |
| Description of Complaint |  |

|  |
| --- |
| **Complaint Investigation and Validation** |
| Received By: |  |
| Date Received:  | Click or tap to enter a date. |
| Summary of Investigation  |  |
| Investigator |  |

|  |
| --- |
| **Decisions and Actions** |
| Suggested By: |  |
| Date: | Click or tap to enter a date. |
| Actions Suggested:  |  |
| Actions Taken:  |  |
| Approved By:  |  |

|  |
| --- |
| **Completion Checklist**  |
| Check Point | Yes | No |
| Is decision accepted?  | [ ]  | [ ]  |
| Is complaint closed?  | [ ]  | [ ]  |
| Follow up required?  | [ ]  | [ ]  |

**Note**: Please fill out this form and submit it to: info@reliablecert.com