

 <b>NPC Certification Body</b>	<b>Customer Complaint Form</b>	Doc No: F-09-01 Date: 24 Apr 2023 Revision: 2 Page 1 of 1
---	--------------------------------	--

Date/Time Complaint Received:	Ref:
-------------------------------	------

Name of Complainant			
---------------------	--	--	--

Email	Contact No		
-------	------------	--	--

Nature of Complaint:

---

Complaint Received (Name, Initial & Date)

---

Initial Action and Investigation Carried Out By Assigned Personnel

---

Carried Out by (Name, Initial & Date)

---

Corrective Actions Taken:

---

Corrective Actions are taken by (Name, Initial & Date)

---

Complaint Closure:

Closed

Need to escalate to Chairman, CC

---

Head of Certification (Name, Initial & Date)

---