



<b>RECORD OF COMPLAINT</b>		<b>Doc No. : F-2.3.2A</b>
<b>Rev. No. : 03</b>	<b>Rev. Date: 18/07/2024</b>	<b>Page 1 of 1</b>

<b>1</b>	Complaint received date:	Responsible members:
<b>2</b>	Complaint registered number:	
<b>3</b>	Complaining person/company/organization: Category: <input type="checkbox"/> Operator <input type="checkbox"/> Accreditation body <input type="checkbox"/> Certification body <input type="checkbox"/> Consumer <input type="checkbox"/> Other:	
<b>4</b>	The complaint is related to: <input type="checkbox"/> Inspection <input type="checkbox"/> Certification <input type="checkbox"/> Administrative procedures <input type="checkbox"/> Bookkeeping or Financial management <input type="checkbox"/> Fraudulent use of the label or logo <input type="checkbox"/> Usage of unauthorized substances <input type="checkbox"/> Others:	
<b>5</b>	Description of the complaint :	
<b>5.1</b>	Complaint supporting evidence :	
<b>6</b>	Aditi Initial Investigation:  Action items:	
<b>6.1</b>	Investigation details from the Operator /Other CB:	
<b>6.2</b>	Is the Unannounced/Additional inspection is carried out? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Describe :	
<b>6.3</b>	Have samples been taken and analyzed? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Describe :	
<b>6.4</b>	Corrective actions which have been implemented or initiated (including dates and responsibilities):	



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<b>6.5</b>	<p>Final Comment:</p>          <p>Complaint status: Closed <input type="checkbox"/> Open <input type="checkbox"/></p>
<b>7</b>	Persons who have been informed about the complaint (Operators, Other Certification body, Accreditation body).
<b>8</b>	Persons who have been informed about corrective actions (APEDA/CAEQ/CFIA/IOAS/EU Comission/USDA/Other Certification body):
<b>9</b>	<p>Investigation supporting documents/annexes:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

Complaint closing date:

Signature: \_\_\_\_\_