

**FORMS & LIST**

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Page No : 1 of 1

FORMAT FOR RECEIVING COMPLAINT FROM CUSTOMER

Section. CIPET/QF/7761

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Technical Manager



Approved By :

Quality Manager

**Document No. CIPET/QF/7761 – Format for Receiving Complaint from Customer**

Ref. No:

Date:

Name :
Designation :

*Name of the organization :

Correspondence :
Address :
City / State / Pincode :

*Contact No. :

Phone No. (LL) :
Home :
Office :

*Mobile No :

*Email ID :

Nature of the complaint :
With complete detailsSupporting documents :
(if any)

Signature of the customer