

ENPRO	QUALITY FORMAT	Format. No.: EP/QF/CL/01 Page No. : Page 1 of 1
Issue No.: 02 Date: 02/08/2021	CLIENT COMPLAINT FORM	Rev. No.: - 00 Date: -

Location: Surat Hoziwala other

Date: _____ Complaint No: _____ (DD/MM/YR)

Complaint Received By: _____

Receiving mode for complaint: Email Letter verbal

Note: For Verbal Order please fill a to g in complain detail.

1. Complaint detail:

a) Client Name: _____

b) Address: _____

c) Contact Person: _____

d) Contact no : _____

e) Type of complaint: Technical Commercial Services Related

f) Nature of complaint : Major Minor Repetitive New

g) Brief details of complaint :

h) Root cause identification :

i) Correction : _____ Date of completion

j) Corrective action: _____ Date of completion

k) Preventive action: _____ Date of completion

_____ Date of completion

Action Taken by: _____

Checked By: _____

Prepared By : MR	Reviewed and approved by : Director
	