

Internal Inquiry/Complaint

Date: _____

Person initiating complaint/inquiry: _____

Form filed with: _____

Notes: (describe Quality Related issue concerning the Management System)

Was the matter resolved during the conversation? Y / N

If yes how? If no explain how the matter was left. Attached documentation if appropriate.

Received by Quality Manager; Initials: _____, Date: _____

Remediation type:

☐ No follow-up required QAR ID: _____ ☐ Other: _____

Upon completion, this will be filed with any related remediation (emails, QAR or other) in the Quality Section.