

Address

Date:

Supersedes:

Customer Complaint Investigation Form

Customer Complaint Number:

Date complaint received:

Complaint received from:

Description: (provide details of who, what, when, product involved, how complaint was received, and any details provided by the person issuing the complaint, regulatory agency involvement)

Complaint investigation assigned to:

Classification of the complaint: Food Safety - Quality

Type of complaint: Biological – Chemical – Physical - Other

Management review:

- Root Cause of the complaint:
- Corrective action:
- Customer feedback

Complaint investigation closure date:

Closed by:

JWI

Verified by:

Date:

Artisan Dairy Producer Food Safety Initiative