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| --- | --- | --- | --- | --- |
| Date: |  | Ref: |  |  |

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| --- | --- | --- | --- |
| Complaint by: |  | Position / Dept |  |
| Infrastructure: |  | 🞎 Building 🞎 Plant 🞎 Machine 🞎 Vehicle 🞎 Equipment 🞎 Tools 🞎 Software |
| **Problem:****Potential root causes:****Rectification required before: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Received by: |  | Position / Dept: |  |
| 1. **Solution:**
2. **Repairs / Rectification:**
	1. **Internal Party-**
	2. **External / Third party-**
3. **Prevention Note (If Any):**

**Action taken on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |