

Form 4: PT/ILC Feedback and Complaints

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<p>Instructions: Use this form to record any complaint or pertinent communication received about NIST WMD's services as they apply to the conduct of PT/ILC activities. If the complaint or comment is received in writing, attach the complaint to this record. If the complaint or comment is received by telephone, fill out sections 4 and 5 completely.</p>	
<p>1. Name of Person completing form</p>	<p>3. Check one of the following</p> <p><input type="checkbox"/> Complaint/communication received in writing – copy of documentation attached</p> <p><input type="checkbox"/> Complaint/communication received by telephone – was caller requested to send documentation?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>2. Date of receipt of complaint or communication</p>	
<p>4. If the complaint/communication was received by telephone, provide the following information:</p> <p>Name and Address of person making complaint/communication</p> <p>Phone number Fax number</p>	
<p>5. If the complaint/communication was received by telephone, describe the issue:</p> 	
<p>6. Name of Responsible Manager:</p>	
<p>7. For Quality Manager Use Only</p>	
<p>Date Logged:</p>	<p>Complaint Number:</p>
<p>Date C.A.R. issued (if applicable):</p>	<p>Date Closed:</p>