

Eastern Morris Cranes Co. Quality Management System. Issue No.: EMC-QM312 R1.0	Customer Complaint Report	
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COMPLAINT DETAILS:			
EMC DETAILS		COMPLAINANT DETAILS	
REFERENCE NUMBER:		CONSIDERED COMPANY:	
PROJECT NAME:		CONTACT NAME:	
REPORTED BY:		CONTACT PHONE:	
RESPONSIBLE DEPT.:		CONTACT EMAIL:	
RECEIVED DATE:		COMPLAINT TYPE:	

COMPLAINT SUBJECT:
COMPLAINT DESCRIPTION:
COMPLAINANT NAME & SIGNATURE OR STAMP:

Don't forget to attach all necessary documentation to validate the complaint.

(FOR EMC INTERNAL USE ONLY - LEVEL I COMPLAINTS):

MITIGATION PLAN:	
CORRECTIVE ACTIONS	PREVENTIVE ACTIONS
ESTIMATED DURATION:	
NAME & SIGNATURE:	

APPROVAL:	
NAME:	POSITION:
SIGNATURE:	