

Internal problem (employee`s complaint)	
Suggestion to change the documentation of Quality Management System	
Client`s complaint	

## **Suggestion-problem notice N° \_\_\_\_\_**

Filed by the submitter

The submitter of the suggestion / problem      Date of submission:

1. The description of the suggestion / problem

2. Argumentation of the suggestion (why needed, what will be improved, solved) or cause of the problem

Filed by the Quality Management System manager

3. Recipient of the of the suggestion / problem

4. Decision:

Decision made by:

Date:

*Further boxes are filled, if corrective actions are to be taken*

5. Person in charge:

6. Date of execution:

7. The results of inspection:

The implementation of corrective actions has been verified by:

The date of the inspection: