

4.3.1 Customer Complaint Report Version 1.3.1 Published 18 JAN 2022 Reviewed 20 JUN 2025 Revised 20 JUN 2025

Customer Complaint Report

Customer			
Item / SKU			
Transaction Number			
Complaint Type	Food Safety □	Mis-delivery □	Other 🗆
Department / Billing			
Complaint			
Investigative Actions			



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	Revised 20 JUN 2025
Corrective Action Plan (CAP)	
Monitoring Process	
CAP Date Initiated	
Initiated by (print)	
Signature	

Six-Month Corrective Action Plan Review

CAP Review Date	
Reviewed by (print)	
Signature	