

**REPORT OF DEFECTIVE SUPPLY**

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The materials detailed below do not meet the requirement.

<b>Report number</b>		<b><u>Details of complaint:</u></b>
<b>Supplier</b>		
<b>Description of goods</b>		
<b>Quantity affected</b>		
<b>Date of receipt</b>		
<b>Supplier order</b>		
<b>Purchase order</b>		
<b>Reject no</b>		
<b>Date of complaint</b>		
<b>Concession request no</b>		
<b>Logged by</b>		
<b>Containment Actions</b>		
<b>Additional Costs</b>		

*The following section should be completed by supplier and returned to originator within maximum 2 days.*

**Containment actions agreed by the supplier:** \_\_\_\_\_

**Root cause (of this complaint):** \_\_\_\_\_

**Corrective and preventive actions:** \_\_\_\_\_

**Target date to implement the actions:** \_\_\_\_\_

**Supplier's representative (Name):** \_\_\_\_\_