

REPORT OF DEFECTIVE SUPPLY

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The materials detailed below do not meet the requirement.

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

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): _____