

**PROCEDURE FOR COMPLAINT HANDLING**

**4. REQUIREMENTS OF THE PROCEDURE**

**4.1 OBJECTIVE**

To enable and facilitate to receive, evaluate and make decision on complaint. This process is be subject to requirements for confidentiality; as it relates to the complaint and to the subject of the complaint customer complaint handling, reference ISO 10002

**4.2 RESPONSIBILITY**

The key responsibility lies with Operations Manager

**4.2 EXECUTION**

- Upon receipt of the complaint, The IQCS shall confirm whether the complaint relates to certification activities that it is responsible for and , if so , shall deal with it, if the complainant relates to a certified client, then examination of the complaint shall consider the
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- Operational manger is responsible for receiving the complaints. He receives the complaint from customer through mails-mails or telephonic.
- Record the complaint into customer complaint register
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- Whenever possible The IQCS shall acknowledge the receipt of the complaint, and § shall provide complaint with progress report and the outcome.
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- Root cause analysis is done to identify the causes of the Customer complaints.
- Decide the possible corrective action.
- Analyse whether the action decided is correct action or any further correction is possible.
- Take the necessary corrective action
- Take the necessary preventive action to prevent recurrence of the same.
- Take the preventive action to avoid recurrence
- Ensure that appropriate correction and corrective action are taken.
- Description of the complaint-handling process publicly accessible. Through websites as all the data relating to the complaints is published on the website.
- Any complaint about a certified client shall also be referred by the IQCS to the certified client in question at an appropriate time

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- Whenever possible The IQCS shall be give formal notice of the end of the Complaint- handling process to the complainant.
- The IQCS receiving the complaints shall be responsible for gathering and verifying all necessary information to validate the complaints.

Any complaint about a certified client shall also be referred by the IQCS to the certified client in question at an appropriate time.

The decision to be communicated to the complainant shall be mad by or reviewed and approved by individual(s) not previously involved in the subject of the complaint.

The IQCS shall determine together with the client and the complainant whether and if so to what extent, the subject of the complainant and its resolution shall be made public.

#### 4 RECORDS

Sr. No.	Description	Ref. No.
1.	Complaint Register.	IQCS.3101.59

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