I-REC
An Xpansiv® Registry
Accredited by I-TRACK Foundation

1.1 SF-05: Complaint

Complete all fields.	
Date	DD/MM/YYYY
Description of complaint *(for complex complaints, please submit and refer to accompanying documents)*	
Confidential? *(please select)*	Yes / No
Complaint urgency *(please select and provide reason for opinion)*	Low / Medium / High / Critical
Potential impacts *(for complex complaints, please submit and refer to accompanying documents)*	
Potential remedy *(optional)*	

1.2 Complaint Details

Complete all fields. IDs, codes, and names should, if applicable, be as displayed in the Xpansiv I-REC Registry.	
Organisation ID/code	
Organisation name	
Complainant name	
Complainant e-mail	
Signature	

ALL PAGES OF THIS FORM MUST BE SUBMITTED BY EMAIL TO HELPDESK.EVIDENT@XPANSIV.COM