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|---|-------------------------|----------------------|
|   | <b>COMPLAINT REPORT</b> |                      |
|   | Number:                 | <b>OB-K-15</b>       |
|   | Valid from:             | <b>04. 02. 2021.</b> |
|   | Revision:               | <b>0</b>             |

Ordinal number of the complaint (assigned by the Office for Quality): \_\_\_\_\_

CLINIC/DEPARTMENT: \_\_\_\_\_

|  |  |
|--|--|
| <b>Full name of the complainant:</b>   |  |
| <b>Information for further contact with the complainant</b>                  |  |
| <b>Address</b>   |  |
| <b>Phone number</b>  |  |
| <b>Animal data / sample data / other reason for the complaint</b>            |  |
| <b>Animal species /sample /reason for complaint</b>                          |  |
| <b>Information on the owner of the animal (if he is not the complainant)</b> |  |
| <b>Age, sex, special markings, identification number:</b>                    |  |
| <b>Date, time and place of the event that led to complaint:</b>              |  |
| <b>Name and surname of employees involved in the event:</b>                  |  |

**COMPLAINT REPORT**Number: **OB-K-15**Valid from: **04. 02. 2021.**Revision: **0****Description of the event or the reason for filing the complaint:****Date of complaint:****Signature of the complainant:****Date and time of receipt of the complaint (to be filled in by the Office):****Signature of the person who received the complaint:**

Remark: The complaint is submitted to the Registry Office (main building, ground floor).  
If the complaint is not anonymous, a written response to the complaint will be sent to the complainant within 14 working days, and if it is not possible to respond within that period, the complainant will be notified in writing that the complaint is pending, explaining the reasons for delay.