

OLYMEDICA

Product Complaint and Vigilance Intake Form

Editable intake template

Medical, healthcare and life-science supply solutions

Document code	OM-FRM-003
Version / effective date	1.0 / 29 July 2026
Classification	BUSINESS FORM
Document owner	OLYVENRA LTD - Corporate Governance

Document purpose

To collect consistent information for initial qualification, technical review, compliance screening and commercial response.

Scope and use

Complete all applicable fields. Attach supporting evidence. Submission does not create an obligation to quote, onboard or transact. Additional information and independent verification may be required.

Prepared by	Corporate Governance	Approved by	Director
Review cycle	Annual or on material change	Next review	July 2027
Record status	Controlled master	Language	English

Reporter

Name	
Organisation	
Country	
Contact details	

Product identification

Product name	
Manufacturer	
Model/catalogue	
Serial/lot/batch	
Expiry date	
Quantity affected	

Event

Date discovered	
Description	
Patient/user impact	
Serious injury or death	
Device available for return	
Photos/documents attached	

Immediate action

Product quarantined	
Local authority notified	
Distributor/manufacture notified	
Requested response	

Authorised signatures

Organisation / party - Party 1

Professional template for business use. It does not constitute legal, regulatory, export-control, medical or technical advice. Review and adapt it for the specific transaction and jurisdiction before signature or reliance.