



Complaints Form

Date of complaint	Target resolution date	Details of complainant	Staff involved
Date of incident	Reported to		
Details of complaint (use additional sheet where necessary)			
Correspondence log (include all details and attach correspondence to complaints folder)			
Complaint sign off date		Signature (OM/Director)	
Additional Sheet			

A large, empty rectangular box with a thin black border, occupying most of the page. This is likely a designated area for providing details or evidence related to a complaint.

