

COMPLAINTS LOG

On receipt of a complaint:

- Complete this log
- Complete a *Record of Complaint* form, ensuring that the Complaints Log reference number is identified in the appropriate box
- On satisfactory resolution of the complaint, ensure that it is date and signed off by the complainer.

Reference No	Date received	Brief description of complaint	Resolution date	Date removed from log
C0001				
C0002				
C0003				
C0004				
C0005				
C0006				
C0007				
C0008				
C0009				
C0010				
C0011				

Reference No	Date received	Brief description of complaint	Resolution date	Date removed from log
C0012				
C0013				
C0014				
C0015				
C0016				
C0017				
C0018				
C0019				
C0020				
C0021				
C0022				
C0023				
C0024				
C0025				