## COMPLAINTS REPORT FORM



Date of Complaint	
Name of Complainant	
Title of Complainant	Student / Trainer / Employee
<b>Contact Details</b>	

This document should be attached to the Complaints & Appeals Form

Comments:		
Complainants Signature:		Date:
Staff Member's Signature:		Date:
Copy given to complainant	YES / NO	Date:
Complaints & Appeals Form attached	YES / NO	