**COMPLAINTS LOG RECORD SHEET**

**Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Log Ref: | Date of complaint | Date responded to & investigations completed | Who handled complaint | Outcome (details to be non personal) | Signed Off |
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**Analysis and Actions taken.**

Sign off: (Manager)