

Complaint Form (SB014)

By completing this form you will be lodging a formal complaint.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.

A reply will be forwarded to you within 30 days.

Date	
Name	
Contact Numbers	
Please detail your concern in full, giving as much detail as possible.	



Signature

OFFICE USE ONLY

Form : SB014 Version 1.1	Approved by : Training Coordinator	Controlled copy, uncontrolled when printed
Issue date: 30/4/2024	Next review date : 1/7/2025	Page 2 of 3

Received by		Date	
Date Issued		Follow up Date	
Action Taken			
Specify possible improvement based on complaint			