Company Name:

Complaints Record

(Including enquiries relating to Technical Standard of work)

Complaint Number	Date Received	Contact Name & Address of Installation	Acknowledgement Date	Name of Investigator	Justified/ Upheld (Yes or No)	Action Taken	Actions Completed (Yes or No)	Closed Out (Date of resolution & Initials)
1	00/00/00							
2								
3								
4								
5								
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8								
9								
10								
11								
12								